

[Your Name]
[Your Title]
[Your Company]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]

Subject: Recommendation for [Candidate Name]

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for the position of Entry-Level Human Resources Representative at [Recipient Company]. During their time as [Candidate's Previous Role/Internship Title] at [Your Company], I had the opportunity to observe their professional growth and dedication to the HR field.

[Candidate Name] has demonstrated a strong understanding of core HR functions, including recruitment support, onboarding procedures, and maintaining employee records. They possess excellent interpersonal skills and handle sensitive information with the highest level of confidentiality and integrity.

One of [Candidate Name]'s greatest strengths is their ability to communicate effectively with diverse groups of people. They are highly organized, detail-oriented, and quick to learn new HR software and compliance regulations. Their proactive approach to problem-solving and positive attitude make them a valuable asset to any team.

I am confident that [Candidate Name] has the foundational skills and professional drive to excel in an HR career. I highly recommend them for this role without reservation.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]