

[Your Name]
[Your Job Title]
[Your Organization]
[Your Contact Information]
[Date]

[Recipient Name]
[Recipient Job Title]
[Organization Name]
[Organization Address]

Subject: Letter of Support for [Candidate Name]

Dear [Recipient Name],

It is my pleasure to write this letter of support for [Candidate Name] for the position of Human Resources Administrator at [Organization Name]. Having worked closely with [Candidate Name] for [Number] years at [Previous Organization], I have seen firsthand their dedication to excellence in HR operations and employee relations.

[Candidate Name] possesses a deep understanding of core HR functions, including recruitment, payroll processing, benefits administration, and compliance with labor laws. During our time together, they successfully managed [mention a specific task, e.g., the transition to a new HRIS system or the streamlining of onboarding procedures], which significantly improved our department's efficiency.

Beyond their technical skills, [Candidate Name] displays the high level of emotional intelligence and confidentiality required for an HR role. They have a proven ability to handle sensitive employee issues with tact and fairness, ensuring a positive and productive workplace culture.

I am confident that [Candidate Name] will be a valuable asset to your team. Their organized approach and commitment to professional integrity make them an ideal fit for the Human Resources Administrator role. I recommend them without reservation.

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

Sincerely,

[Your Signature]

[Your Printed Name]