

[Your Name]
[Your Job Title]
[Your Company]
[Your Email Address]
[Date]

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

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for the position of Junior Human Resources Analyst at [Recipient Company]. During their time as [Candidate's Previous Role] at [Your Company], I served as [Candidate Name]'s direct supervisor and observed their growth and dedication firsthand.

[Candidate Name] possesses a strong aptitude for data analysis and a keen eye for detail. They played a key role in [mention a specific project, e.g., streamlining our recruitment metrics or managing employee engagement surveys]. Their ability to translate complex data sets into actionable reports helped our department make informed decisions regarding [mention a specific HR function, e.g., turnover rates or compensation structures].

Beyond their technical skills, [Candidate Name] demonstrates the high level of professionalism and discretion required in Human Resources. They communicate effectively with staff at all levels and approach sensitive employee information with the utmost integrity. Their proficiency in [mention software, e.g., Excel, HRIS, or Tableau] is exceptional for an entry-level professional.

I am confident that [Candidate Name] would be a valuable asset to your HR team. They are a fast learner with a proactive attitude and a genuine interest in HR analytics. I recommend them without reservation.

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

Sincerely,

[Your Signature]

[Your Printed Name]