

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Subject: Recommendation for [Candidate Name] - Employee Relations Generalist

Dear [Hiring Manager Name],

It is my distinct pleasure to recommend [Candidate Name] for the position of Employee Relations Generalist. Having served as [Candidate Name]'s [Superior Officer/Manager Title] during their tenure in the [Military Branch], I have witnessed firsthand their exceptional ability to manage complex personnel issues, uphold organizational standards, and foster a positive workplace culture.

During their military service, [Candidate Name] operated in high-pressure environments where conflict resolution and regulatory compliance were critical. They were responsible for advising leadership on disciplinary actions, managing performance evaluations, and ensuring the equitable treatment of all personnel. Their transition into a civilian Employee Relations role is a natural progression of the specialized skills they developed in uniform.

Key strengths that [Candidate Name] will bring to your HR team include:

- **Conflict Resolution:** De-escalating sensitive disputes with neutrality and professionalism.
- **Policy Compliance:** Ensuring all actions align with legal frameworks and organizational mandates.
- **Investigations:** Conducting thorough and unbiased inquiries into workplace grievances.
- **Communication:** Serving as a trusted liaison between leadership and staff.

Beyond their technical proficiency, [Candidate Name] possesses the integrity and emotional intelligence required to handle sensitive employee matters with total confidentiality. They are a disciplined professional who adapts quickly to new environments and technologies.

I am confident that [Candidate Name] will be a valuable asset to [Company Name]. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information regarding their qualifications.

Sincerely,

[Your Name]

[Your Rank/Title]

[Your Organization]