

[Your Name]
[Your Current Job Title]
[Date]

[Recipient Name]
[Recipient Job Title / Department Manager]
[Company Name]

Subject: Transition Recommendation for Human Resources Business Partner Role

Dear [Recipient Name],

As I prepare to transition from my role as Human Resources Business Partner (HRBP) for [Department/Business Unit], I am writing to provide my formal recommendation for the continued strategic alignment of HR services during this handover period.

During my tenure, we have focused on [Key Project 1] and [Key Project 2]. To ensure the momentum of these initiatives, I recommend that the incoming HRBP prioritizes the following areas:

- **Talent Management:** Focus on the upcoming performance review cycle and the identified high-potential employees in [Department].
- **Employee Relations:** Continue the resolution process for [Specific Case or General Culture Initiative] to maintain workplace stability.
- **Strategic Planning:** Execute the remaining phases of the [Year] workforce plan, specifically regarding [Specific Goal].

I have organized all relevant documentation, including organizational charts, grievance logs, and recruitment pipelines, to ensure a seamless transition. I am confident that with these recommendations, the department will continue to meet its human capital objectives without interruption.

I am available until [Last Date] to discuss these recommendations in further detail or to assist in the briefing of my successor.

Sincerely,

[Your Signature]
[Your Printed Name]