

[Your Name]  
[Your Rank/Title]  
[Your Organization]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

It is my distinct honor to recommend [Candidate Name] for the position of Human Resources Operations Director. Having served alongside [Candidate Name] for [Number] years during their tenure in the [Branch of Service], I have witnessed firsthand their exceptional leadership, strategic oversight, and mastery of complex personnel operations.

In their most recent role as [Military Job Title], [Candidate Name] managed HR operations for a force of [Number] personnel. They successfully navigated high-stakes environments, ensuring mission readiness through meticulous talent management, regulatory compliance, and administrative excellence. Their ability to translate high-level military objectives into actionable HR workflows is unparalleled.

Key achievements during their service include:

- Streamlining personnel processing systems, resulting in a [Percentage]% increase in operational efficiency.
- Overseeing comprehensive benefits, payroll, and performance evaluation programs for diverse global teams.
- Leading crisis management and conflict resolution initiatives with calm authority and professional integrity.

Transitioning from military service to the corporate sector, [Candidate Name] brings a unique blend of disciplined leadership and a "people-first" philosophy. They possess the rare ability to manage large-scale logistics while maintaining a keen focus on employee development and organizational culture.

I am confident that [Candidate Name] will be a transformative asset to your leadership team. Their dedication to excellence and proven track record in demanding environments make them an ideal fit for the Director of HR Operations role.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Signature]

[Your Printed Name]

[Your Rank/Title]