

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

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

Subject: Recommendation for [Candidate Name] for Diversity and Inclusion Coordinator

Dear [Hiring Manager Name],

It is my distinct honor to recommend [Candidate Name] for the position of Diversity and Inclusion Coordinator at [Company Name]. Having served with [Candidate Name] for [Number] years in the [Branch of Service], I have witnessed firsthand their exceptional ability to lead multicultural teams and foster an environment of mutual respect.

During their military tenure, [Candidate Name] served as [Military Job Title], where they were responsible for the welfare and cohesion of [Number] personnel from diverse socioeconomic, geographic, and cultural backgrounds. They excelled at identifying systemic barriers to unit morale and implemented training programs that significantly improved team integration and retention rates.

Key accomplishments that translate directly to a D&I role include:

- Developing and delivering cultural competency briefings to personnel of various ranks.
- Mediation and conflict resolution for complex interpersonal disputes within the unit.
- Analyzing demographic data to ensure equitable distribution of professional development opportunities.
- Advising senior leadership on inclusive policies and ethical conduct.

[Candidate Name] possesses the unique military discipline required to manage complex administrative tasks, combined with the emotional intelligence necessary to navigate sensitive human resources issues. They are an expert communicator who can bridge the gap between executive leadership and frontline employees.

I am confident that [Candidate Name] will be a transformative asset to your organization. Their commitment to equity and their proven track record of building unified teams in high-pressure environments make them the ideal candidate for this role.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Rank/Current Title]