

[Your Name]
[Your Title]
[Your Organization]
[Date]

[Board Nominating Committee]
[Organization Name]
[Address]

Dear Members of the Board,

I am writing to formally recommend [Candidate Name] for a position on the Human Resources Board of [Organization Name]. Having worked closely with [Candidate Name] for [Number] years in [his/her/their] capacity as [Candidate's Current Job Title], I have witnessed firsthand [his/her/their] exceptional leadership and strategic approach to human capital management.

[Candidate Name] possesses a deep understanding of core HR functions, including talent acquisition, organizational development, and labor relations. During our time working together, [he/she/they] successfully led initiatives such as [mention a specific achievement, e.g., a diversity program or policy overhaul], which resulted in [mention a positive outcome].

Beyond technical expertise, [Candidate Name] brings a high level of integrity and a collaborative spirit. [He/She/They] is adept at balancing the needs of employees with the long-term strategic goals of the organization. I am confident that [his/her/their] insights into workforce trends and compliance will be an invaluable asset to your board.

I highly recommend [Candidate Name] without reservation. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Signature]

[Your Printed Name]