

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

[Name of Board Selection Committee/Board Chair]  
[Name of Organization/Board]  
[Address]

Dear [Name of Board Chair or Committee],

I am writing to formally recommend [Candidate Name] for a position on the Board of Directors at [Organization Name]. Having worked closely with [Candidate Name] in their capacity as Vice President of Human Resources at [Company Name] for [Number] years, I am confident that their strategic insight and leadership would be a significant asset to your board.

In their role as VP of HR, [Candidate Name] has demonstrated an exceptional ability to align human capital strategy with overarching business goals. They have successfully overseen [mention a specific achievement, e.g., large-scale organizational restructuring, culture transformation, or executive compensation redesign]. This experience has provided them with a deep understanding of corporate governance, risk management, and workforce sustainability.

Beyond their technical expertise in HR, [Candidate Name] possesses the high-level financial literacy and emotional intelligence required for effective board service. They are a collaborative communicator who excels at navigating complex stakeholder relationships and providing constructive oversight during critical decision-making processes.

I believe [Candidate Name] will bring a unique and necessary perspective to your board, particularly regarding talent development and organizational health. I recommend them without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]