

[Your Name]  
[Your Title/Board Position]  
[Organization Name]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]

Dear [Recipient Name],

I am writing this letter to formally recommend [Candidate Name] for the position of Human Resources Director. As a member of the Executive Board at [Organization Name], I have worked closely with [Candidate Name] for [Number] years and have witnessed their exceptional leadership in human capital management.

During their tenure, [Candidate Name] served as a strategic partner to the Board. They successfully overhauled our talent acquisition strategy, reduced turnover by [Percentage], and implemented comprehensive professional development programs. Their ability to align HR initiatives with our long-term corporate goals has been instrumental in our organizational growth.

What distinguishes [Candidate Name] is their high level of emotional intelligence and their unwavering commitment to ethical standards. They possess the rare ability to balance advocacy for employees with the rigorous operational requirements of the executive team. They have effectively navigated complex labor relations and culture shifts with transparency and professionalism.

I am confident that [Candidate Name] will be a vital asset to your leadership team. Their expertise in compliance, strategic planning, and organizational design makes them an ideal candidate for this high-level role.

Please feel free to contact me if you require any further information regarding their qualifications.

Sincerely,

[Your Signature]

[Your Printed Name]