

[Your Name/Board Committee Name]  
[Board of Directors]  
[Organization Name]  
[Date]

To the Board of Directors,

Subject: Recommendation for [Nominee Name] as [Specific HR Executive Title]

On behalf of the [Search Committee/Governance Committee], I am pleased to formally recommend [Nominee Name] for the position of [Chief Human Resources Officer/VP of HR]. After a comprehensive evaluation of their professional background and leadership capabilities, we are confident that they are the ideal candidate to lead our human capital strategy.

[Nominee Name] brings over [Number] years of experience in human resources, with a proven track record in [mention 2-3 key areas, e.g., organizational development, talent acquisition, and labor relations]. During their tenure at [Previous Organization], they successfully [mention a specific achievement, e.g., improved employee retention by 20% or led a major cultural transformation].

Our assessment highlighted several key strengths that align with our current strategic goals:

- Strategic alignment of HR initiatives with business objectives.
- Expertise in building inclusive and high-performing corporate cultures.
- Strong grasp of executive compensation and regulatory compliance.
- Demonstrated emotional intelligence and conflict resolution skills.

The committee believes that [Nominee Name] possesses the vision and integrity necessary to foster an environment where our employees can thrive, ultimately driving long-term value for our shareholders and stakeholders.

We look forward to discussing this recommendation further during the upcoming board meeting on [Meeting Date].

Sincerely,

[Signature]  
[Your Printed Name]  
[Your Title/Role on the Board]