

[Your Name]
[Your Job Title]
[Your Company]
[Date]

To the Talent Acquisition Department,

I am writing to formally recommend [Candidate Name] for the position of Talent Acquisition Specialist. Having worked closely with [Candidate Name] for [Number] years at [Company], I have seen firsthand their exceptional commitment to being a Diversity and Inclusion (D&I) Champion.

[Candidate Name] does not view diversity as a metric, but as a fundamental pillar of organizational success. During their tenure, they successfully implemented [Specific Initiative, e.g., blind resume screening or diverse interview panels], which resulted in a [Percentage]% increase in underrepresented hires. They possess a unique ability to identify unconscious bias in the recruitment process and provide actionable solutions to mitigate it.

Beyond their technical recruitment skills, [Candidate Name] has been a leader in fostering an inclusive workplace culture. They took the initiative to lead our [Name of Employee Resource Group] and organized workshops that educated our hiring managers on equitable interviewing techniques. Their approach is always empathetic, data-driven, and highly professional.

I am confident that [Candidate Name] will bring the same passion for equity and excellence to your team. They are a rare talent who understands that true inclusion begins with the very first touchpoint in the candidate journey.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]