

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

[Recipient Name]
[Recipient Job Title]
[Recipient Organization]

Subject: Recommendation for [Candidate Name]

Dear [Recipient Name],

I am writing to highly recommend [Candidate Name] for the position of [Job Title] at [Recipient Organization]. During their tenure at [Your Organization] as [Candidate's Previous Title], [Candidate Name] proved to be an exceptional Human Resources professional and a passionate advocate for Diversity, Equity, and Inclusion (DEI).

[Candidate Name] was instrumental in developing and implementing several key initiatives that transformed our workplace culture. They successfully [mention a specific achievement, e.g., launched an Employee Resource Group program / revised hiring protocols to reduce bias / led company-wide diversity training]. Their ability to analyze workforce data to identify equity gaps and propose actionable solutions was invaluable to our HR department.

Beyond their technical HR expertise, [Candidate Name] possesses the empathy and communication skills necessary to navigate sensitive topics. They consistently acted as a trusted advisor to both leadership and staff, ensuring that every employee felt seen, heard, and valued. Their work directly contributed to a [mention a result, e.g., 20% increase in employee engagement scores / higher retention of underrepresented talent].

I am confident that [Candidate Name] will bring the same dedication and strategic vision to your team. They are a true leader in the DEI space and a consummate HR professional. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature]
[Your Printed Name]