

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Company Name]  
[Company Address]

Subject: Recommendation for [Candidate Name] - HR Business Partner & Diversity Champion

Dear [Recipient Name],

I am writing to highly recommend [Candidate Name] for the position of HR Business Partner at [Company Name]. Having worked closely with [Candidate Name] for [Number] years at [Previous/Current Company], I have witnessed firsthand their unwavering commitment to fostering a diverse, equitable, and inclusive workplace.

[Candidate Name] does not view Diversity and Inclusion (D&I) as a mere checklist, but as a core business strategy. During their tenure, they successfully implemented several key initiatives, including [Mention specific initiative, e.g., an unbiased recruitment framework or a mentorship program for underrepresented groups]. These efforts resulted in a [Percentage]% increase in diverse representation within our leadership pipeline.

Beyond metrics, [Candidate Name] excels at the human element of HR. They serve as a trusted advisor to management and an empathetic advocate for employees. They have a unique ability to facilitate difficult conversations regarding equity and belonging, ensuring that every voice in the organization is heard and valued.

As an HR Business Partner, [Candidate Name] balances operational excellence with a progressive cultural vision. They are skilled at aligning D&I goals with broader organizational objectives, proving that a more inclusive culture leads to higher engagement and better business outcomes.

I am confident that [Candidate Name] will be a transformative asset to your team. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

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