

[Your Name]
[Your Title]
[Your Company]
[Your Email]
[Date]

To Whom It May Concern,

I am writing to highly recommend [Candidate Name] for the position of Inclusive Culture Leader. During their time at [Company Name] as [Candidate's Previous Title], I had the pleasure of observing their exceptional ability to foster a diverse and equitable workplace environment.

[Candidate Name] stands out for their strategic approach to Human Resources. They successfully implemented several key initiatives, including [Name of Initiative/Program], which resulted in a [Percentage]% increase in employee engagement scores regarding belonging. Their deep understanding of DEI (Diversity, Equity, and Inclusion) frameworks allowed our organization to transition from simple compliance to a culture of genuine advocacy.

Beyond their technical expertise in HR policy, [Candidate Name] possesses remarkable emotional intelligence. They are a skilled mediator and an empathetic listener who builds trust across all levels of the organization. They have a unique talent for facilitating difficult conversations and turning them into opportunities for organizational growth and psychological safety.

I am confident that [Candidate Name] will be a transformative asset to your leadership team. They do not just manage culture; they actively shape it to be more inclusive, productive, and human-centric.

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

Sincerely,

[Your Signature]

[Your Printed Name]