

[Your Name]
[Your Job Title]
[Your Department]
[Date]

[HR Manager Name]
[HR Department/Company Name]
[Office Location]

Subject: Recommendation for [Candidate Name] as Employee Resource Group (ERG) Champion

Dear [HR Manager Name],

I am writing to formally recommend [Candidate Name] for the role of Employee Resource Group (ERG) Champion for [Name of ERG, e.g., Women in Tech / Pride / Veterans Network]. Having worked closely with [Candidate Name] in the [Department Name] department, I have witnessed their dedication to fostering an inclusive and supportive workplace culture.

[Candidate Name] possesses the key qualities necessary for this leadership role. They are a proactive communicator, a natural community builder, and deeply committed to the principles of diversity, equity, and inclusion. In their current role, they have already demonstrated a commitment to these values by [mention a brief example, e.g., organizing informal team events / mentoring new hires].

I believe [Candidate Name] will be an excellent bridge between the ERG members and the HR leadership team. Their ability to listen to diverse perspectives and translate them into actionable initiatives will be a significant asset to our company's culture goals.

I highly recommend [Candidate Name] for this position without reservation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]