

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

[HR Director's Name]
Human Resources Director
[Organization Name]
[Organization Address]

Subject: Recommendation for [Candidate Name] as Diversity and Inclusion Champion

Dear [HR Director's Name],

It is with great pleasure that I recommend [Candidate Name] for the position of Diversity and Inclusion Champion at [Organization Name]. Having worked closely with [Candidate Name] for [Number] years in my capacity as [Your Title], I have witnessed firsthand their unwavering commitment to fostering an equitable and inclusive workplace culture.

[Candidate Name] possesses a rare combination of strategic thinking and genuine empathy. During their time at [Current/Previous Company], they successfully implemented several key initiatives, including [mention specific initiative, e.g., a formal mentorship program for underrepresented groups or a series of inclusive leadership workshops]. These efforts resulted in [mention a specific outcome, e.g., a measurable increase in employee engagement scores or a more diverse recruitment pipeline].

Beyond formal programs, [Candidate Name] acts as a natural bridge-builder. They have a unique ability to facilitate difficult conversations regarding systemic bias and equity with grace and professionalism. They consistently advocate for marginalized voices and ensure that diversity is not just a metric, but a core value integrated into every level of the business.

I am confident that [Candidate Name] will be a transformative asset to your team. Their expertise in D&I frameworks, combined with their passion for social justice, makes them the ideal candidate to lead your organization toward a more inclusive future.

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

Sincerely,

[Your Signature]

[Your Printed Name]