

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

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

Subject: Letter of Recommendation for [Candidate Name]

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for the position of HR Manager. During their tenure as [Candidate's Previous Title] at [Your Organization], [Candidate Name] demonstrated an exceptional commitment to advancing workplace diversity, equity, and inclusion.

[Candidate Name] was instrumental in developing and implementing strategies that significantly increased the representation of underrepresented groups within our workforce. They led several key initiatives, including [Mention specific initiative, e.g., biased-free recruitment training or employee resource groups], which resulted in a [Mention percentage or qualitative improvement] improvement in our diversity metrics.

Beyond metrics, [Candidate Name] fostered an inclusive culture where every employee felt valued and heard. They possess a deep understanding of the legal and ethical frameworks surrounding DEI and apply this knowledge with empathy and professional integrity. Their ability to manage complex interpersonal dynamics and advocate for systemic change makes them a standout HR leader.

I am confident that [Candidate Name] will be a transformative asset to your organization and will continue to champion a diverse and equitable workplace. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]