

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

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

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for the [Position Name or Award] in recognition of their outstanding contributions as a Diversity and Inclusion (D&I) Champion at [Current/Former Company].

During their tenure, [Candidate Name] consistently demonstrated a deep commitment to fostering an equitable workplace. They were instrumental in leading several key initiatives, including [mention specific program, e.g., the launch of Employee Resource Groups or a diversity recruitment strategy]. Their ability to engage stakeholders at all levels of the organization ensured that D&I goals were not just discussed, but actively integrated into our corporate culture.

One of [Candidate Name]'s greatest strengths is their skill in facilitating difficult conversations with empathy and professionalism. They played a vital role in [mention a specific achievement, e.g., reducing unconscious bias in hiring or organizing inclusive leadership workshops], which resulted in a [mention a positive outcome, e.g., 20% increase in diverse representation or improved employee engagement scores].

Beyond their technical expertise, [Candidate Name] acts as a mentor and advocate for underrepresented voices. Their passion for creating a sense of belonging has left a lasting impact on our organization and has set a high standard for future D&I efforts.

I highly recommend [Candidate Name] for any role or recognition that requires a dedicated and effective leader in the space of diversity, equity, and inclusion. Please feel free to contact me at [Your Email] or [Your Phone Number] if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]