

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

To Whom It May Concern,

I am writing to highly recommend [Candidate Name] for the position of Inclusive Hiring Specialist. Having worked closely with [him/her/them] as [Your Relationship] for [Number] years at [Company Name], I have seen firsthand [his/her/their] dedication to building diverse and equitable workplaces.

[Candidate Name] possesses a deep understanding of diversity, equity, and inclusion (DEI) principles and how to apply them to the recruitment lifecycle. During [his/her/their] tenure, [he/she/they] successfully implemented several key initiatives, including [list a specific achievement, e.g., unconscious bias training or anonymized resume screening]. These efforts resulted in a [Percentage]% increase in candidate diversity for our department.

Beyond technical HR skills, [Candidate Name] is an exceptional communicator and advocate. [He/She/They] excels at collaborating with hiring managers to identify talent gaps and developing sourcing strategies that reach underrepresented communities. [His/Her/Their] ability to navigate sensitive topics with empathy and professionalism makes [him/her/them] a trusted resource for both leadership and candidates.

I am confident that [Candidate Name] will be a valuable asset to any organization looking to enhance its inclusive hiring practices. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]