

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

[Recipient Name]
[Chief Human Resources Officer]
[Organization Name]
[Address]

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

Dear [Recipient Name],

It is my distinct pleasure to recommend [Candidate Name] for the position of Diversity and Inclusion (D&I) Champion within [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 deep understanding of the strategic importance of diversity in driving innovation and business success. During their tenure at [Organization/Department], they successfully spearheaded several initiatives, including [Mention specific initiative, e.g., an inclusive hiring audit or a mentorship program for underrepresented groups]. These efforts resulted in [Mention a specific outcome, e.g., a 15% increase in diverse hires or improved employee engagement scores].

Beyond their technical skills in data analysis and policy development, [Candidate Name] is a compassionate communicator. They have the rare ability to facilitate difficult conversations regarding bias and systemic barriers with empathy and professionalism. They are highly skilled at building bridges between diverse employee resource groups and executive leadership, ensuring that every voice is heard and valued.

I am confident that [Candidate Name] has the leadership qualities and the vision necessary to advance our organization's D&I goals. They do not simply advocate for diversity; they actively work to dismantle the barriers that prevent inclusion from becoming a reality.

I highly recommend [Candidate Name] for this vital role. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]
[Your Printed Name]