

[Date]

[Recipient Name]

[Recipient Job Title]

[Organization Name]

[Street Address]

[City, State, Zip Code]

Subject: Recommendation for [Candidate Name] - Equity and Inclusion Champion

Dear [Recipient Name],

It is my distinct pleasure to recommend [Candidate Name] for the position of [Job Title] at [Organization Name]. As the [Your Job Title] at [Your Current Organization], I have worked closely with [Candidate Name] for [Number] years and have witnessed their exceptional commitment to fostering a diverse, equitable, and inclusive workplace.

[Candidate Name] has been a driving force behind our DEI initiatives. They successfully implemented [Name of Project or Initiative], which resulted in [Specific Positive Outcome, e.g., a 20% increase in minority representation in leadership or improved employee sentiment scores]. Their ability to navigate complex cultural dynamics with empathy and professionalism is truly remarkable.

Beyond specific projects, [Candidate Name] serves as a trusted advisor to leadership and a vocal advocate for underrepresented groups. They possess a deep understanding of equitable hiring practices, bias mitigation, and inclusive retention strategies. Their work has not only improved our internal culture but has also strengthened our employer brand.

I am confident that [Candidate Name] will bring the same passion and expertise to [Organization Name]. They are a rare talent who combines data-driven strategy with genuine human compassion.

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

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]

[Your Job Title]

[Your Organization]