

[Your Name]  
[Your Current Title]  
[Date]

[Recipient Name]  
[Title, e.g., Chief Executive Officer]  
[Company Name]

Subject: Application for Global Head of Human Resources

Dear [Recipient Name],

I am writing to formally express my interest in the position of Global Head of Human Resources at [Company Name]. Having served as [Current Title] for [Number] years, I am eager to leverage my experience in international workforce management and organizational development to lead our global HR strategy.

During my tenure, I have successfully [mention a major global achievement, e.g., harmonized regional benefits or led a cross-border digital transformation]. I am confident that my deep understanding of our corporate culture, combined with my expertise in global compliance and talent acquisition, aligns with the company's long-term growth objectives.

My vision for this role includes:

- Standardizing global HR policies to ensure consistency across all regions.
- Driving diversity, equity, and inclusion initiatives on a global scale.
- Optimizing our international talent pipeline to support emerging markets.

I would welcome the opportunity to discuss how I can further contribute to the success of [Company Name] in this leadership capacity. Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]