

To: [Executive Name/Promotion Committee]

From: [Your Name]

Date: [Date]

Subject: Recommendation for Promotion: [Candidate Name] to Talent Acquisition Director

Dear [Name],

I am writing to formally recommend [Candidate Name] for the position of Talent Acquisition Director. During their tenure as [Current Job Title], [Candidate Name] has demonstrated exceptional leadership and a strategic approach to recruitment that has significantly impacted our company's growth.

Key achievements include:

- Developed and implemented a streamlined hiring process that reduced time-to-hire by [X]%.
• Led the successful recruitment of [Number] key executive positions.
• Launched employer branding initiatives that increased applicant quality by [X]%.
• Mentored a team of recruiters, improving overall team productivity and retention.

[Candidate Name] possesses the unique ability to align talent strategy with our long-term business goals. They have earned the respect of department heads and have proven they are ready to lead our entire talent acquisition function at a director level.

I have full confidence that [Candidate Name] will excel in this new role. Please let me know if you require any further information.

Sincerely,

[Your Signature]

[Your Job Title]