

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

[Recipient Name]
[Chief Executive Officer / Board of Directors]
[Company Name]

Subject: Recommendation for Promotion of [Candidate Name] to Chief Human Resources Officer

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for promotion to the position of Chief Human Resources Officer (CHRO) at [Company Name]. Having worked closely with [Candidate Name] in their current role as [Current Job Title], I have witnessed firsthand their exceptional leadership, strategic vision, and commitment to our organizational culture.

During their tenure, [Candidate Name] has been instrumental in several key initiatives, including [Mention Achievement 1], [Mention Achievement 2], and [Mention Achievement 3]. They possess a unique ability to align human resources strategies with our overall business objectives, ensuring that our workforce is both engaged and productive.

Beyond their technical expertise in talent acquisition, labor relations, and organizational development, [Candidate Name] demonstrates the high level of emotional intelligence and integrity required for an executive leadership role. They are a trusted advisor to the management team and a strong advocate for our employees.

I am confident that [Candidate Name] will excel as our next CHRO and will continue to drive the success of [Company Name]. I give them my highest recommendation without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]