

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the HR Manager position at [Company's Name] as advertised [where you found the job posting]. With [number] years of experience in human resources and a strong commitment to fostering a positive workplace culture, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [mention specific achievements or responsibilities relevant to the HR Manager role, such as implementing new policies, improving employee satisfaction, or managing recruitment processes]. My expertise in [specific skills related to HR, e.g., talent acquisition, employee relations, performance management] has equipped me with a comprehensive understanding of HR functions and strategic planning.

I am particularly drawn to this opportunity at [Company's Name] because of [mention something specific about the company or its values that resonates with you]. I admire [specific aspects of the company], and I am eager to bring my skills in [related skills] to help [Company's Name] achieve its goals.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your HR team. Thank you for considering my application. I hope to speak with you soon.

Warm regards,  
[Your Name]