

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

Dear [Recipient Name],

I am pleased to recommend [Candidate's Name] for the Human Resources position at [Company Name]. I have had the privilege of working with [Candidate's Name] for [duration] at [Your Company] where they served as [Candidate's Position].

During this time, [Candidate's Name] consistently demonstrated exceptional skills in [specific HR skills, e.g., recruitment, employee relations, performance management]. Their attention to detail, strong interpersonal skills, and ability to handle confidential information with discretion made them an invaluable member of our team.

One of the projects that stand out was [describe a specific project or achievement relevant to HR], where [Candidate's Name] [explain their role and the successful outcome]. This not only showcased their ability to lead but also their strategic thinking that significantly benefited our organization.

[Candidate's Name] is a proactive problem solver who approaches challenges with enthusiasm and integrity. They have an innate ability to connect with people at all levels and foster a positive workplace culture.

I am confident that [Candidate's Name]'s expertise and passion for human resources will make them a tremendous asset to your team. I highly recommend them without reservation.

Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Name]  
[Your Position]