

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

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

Dear [Recipient Name],

****1. Introduction****

- Purpose of the letter
- Brief introduction of yourself

****2. Background****

- Your current role and experience in HR
- Key achievements relevant to the HR position

****3. Proposal****

- Outline your vision for the HR role
- Specific strategies or initiatives you would implement

****4. Benefits to the Company****

- How your proposal aligns with company goals
- Potential impacts on employee engagement, retention, etc.

****5. Conclusion****

- Express enthusiasm for the opportunity
- Invitation for further discussion

Sincerely,

[Your Name]