

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the HR Manager position at [Company Name] as advertised on [where you found the job listing]. With a background in human resources management and a passion for fostering positive workplace cultures, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. My experience in [specific HR functions such as recruitment, training, employee relations, etc.] has equipped me with the skills necessary to support and develop the workforce at [Company Name].

I am particularly impressed by [mention something specific about the company or its culture], and I believe my skills in [mention relevant skills or experiences] align well with the goals of your organization. I am eager to bring my expertise in [specific areas relevant to the job] to [Company Name] and help drive [specific goal or initiative relevant to the role].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,  
[Your Name]