

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

Dear [Hiring Manager'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 listing]. With [number] years of experience in human resources management and a proven record of enhancing employee engagement and productivity, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility that aligns with the job]. This experience has equipped me with a strong understanding of HR best practices, employment law, and the ability to manage complex employee relations issues.

I am particularly drawn to this position at [Company's Name] because [mention a specific reason related to the company or its culture]. I admire [something specific about the company], and I believe my skills in [specific HR skills related to the job, e.g., talent acquisition, performance management] will help further drive your company's success. I look forward to the opportunity to discuss my application further and explore how I can contribute to the continued success of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]