

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the position of HR Manager at [Recipient Company]. During [his/her/their] tenure at [Your Company Name], I have had the pleasure of working closely with [him/her/them] for [duration], where [he/she/they] served as [Candidate's Job Title].

[Candidate's Name] has consistently demonstrated exceptional skills in human resources management, including talent acquisition, employee relations, and performance management. [His/Her/Their] strategic approach and ability to foster a positive workplace culture have significantly contributed to our organization's success.

One of [Candidate's Name]'s notable achievements was [insert specific achievement, project, or initiative]. This not only improved our HR processes but also enhanced employee engagement and satisfaction levels.

I am confident that [Candidate's Name] will bring the same level of dedication and expertise to [Recipient Company] and will be a valuable asset to your team. I highly recommend [him/her/them] without reservations.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Title]
[Your Company]