

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Employee Relations HR Generalist position at [Company Name]. With a background in managing complex workplace dynamics and a proven track record of fostering positive organizational cultures, I am eager to contribute to your Human Resources team.

In my previous role at [Current/Previous Company], I specialized in [mention 2-3 key areas: e.g., conflict resolution, performance management, or policy development]. I successfully led initiatives that resulted in [mention a metric: e.g., a 15% reduction in turnover or 20% increase in employee engagement scores]. My approach centers on maintaining compliance with labor laws while ensuring that every employee feels heard and valued.

I am particularly drawn to [Company Name] because of your commitment to [mention a company value or recent achievement]. I am confident that my experience in conducting objective internal investigations and my ability to coach management through difficult transitions align perfectly with the needs of your growing workforce.

Thank you for your time and consideration. I look forward to the possibility of discussing how my expertise in employee relations can support the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

**[Your Typed Full Name]**