

[Your Full Name]  
[Your Phone Number]  
[Your Email Address]  
[Your LinkedIn Profile]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

**RE: Referral for HR Director Position - [Candidate Name]**

Dear [Recipient Name],

It is with great enthusiasm that I refer [Candidate Name] for the HR Director position at [Company Name]. Having worked closely with [Candidate Name] for [Number] years at [Previous Organization] in my capacity as [Your Title], I have witnessed firsthand their exceptional ability to align human resources strategy with overarching business objectives.

[Candidate Name] excels in [Specific Skill, e.g., organizational development, talent acquisition, or labor relations]. During our tenure together, they were instrumental in [mention a specific achievement, e.g., restructuring the performance management system or reducing turnover by X%]. They possess a unique blend of high-level strategic vision and the tactical expertise necessary to manage complex employee relations and compliance issues.

Beyond their technical proficiency, [Candidate Name] is a principled leader who builds diverse, high-performing teams and fosters a culture of transparency and inclusion. I am confident they would be a transformative asset to the leadership team at [Company Name].

I would be happy to provide further details regarding [Candidate Name]'s qualifications and my experiences working with them. Thank you for your time and for considering this recommendation.

Sincerely,

[Your Signature]

[Your Printed Name]