

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

[Current Date]

[Hiring Manager Name]
[Hiring Manager Title]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Hiring Manager Last Name],

I am writing to express my interest in the Human Resources Business Partner position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship]. Having followed [Company Name]'s recent initiatives in [Industry/Specific Project], I am eager to contribute my expertise in strategic talent management and organizational development to your team.

With [Number] years of experience as an HR professional, I have a proven track record of aligning human resources strategies with corporate business objectives. In my previous role at [Current/Previous Company], I successfully [mention a key achievement, e.g., reduced turnover by X% or led a cultural transformation]. My approach focuses on being a proactive consultant to department heads, ensuring that talent acquisition, employee engagement, and performance management drive measurable business results.

[Referral Name] mentioned that your team is currently focusing on [mention specific challenge or goal, e.g., scaling the engineering department or improving diversity metrics]. I am particularly confident in my ability to assist in this area due to my background in [specific skill, e.g., change management or workforce planning].

I would welcome the opportunity to discuss how my background in HR business partnering can support [Company Name]'s continued growth. Thank you for your time and for considering my application.

Sincerely,

[Your Name]