

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name/Search Committee Chair]
[Title, e.g., CEO or Board Director]
[Organization Name]
[Organization Address]

Dear [Recipient Name],

I am writing to express my interest in the Interim Chief Human Resources Officer position at [Organization Name]. With a proven track record of providing strategic HR leadership during periods of organizational transition, I am prepared to step in and ensure continuity, stability, and growth for your human resources function during this critical interim period.

Throughout my career as a senior HR executive, I have specialized in [mention 2-3 core strengths, e.g., organizational design, cultural transformation, or M&A integration]. My approach to interim leadership focuses on rapid assessment and immediate impact. In my previous roles, I have successfully:

- [Key Achievement 1: e.g., Stabilized workforce turnover during executive turnover]
- [Key Achievement 2: e.g., Streamlined HR operations to improve service delivery]
- [Key Achievement 3: e.g., Advised the Board/CEO on critical talent and compliance matters]

I understand that [Organization Name] is currently navigating [mention specific context: e.g., a search for a permanent successor / a major restructuring]. My goal is to serve as a bridge, maintaining momentum on key initiatives while preparing the department for a seamless handoff to the future permanent CHRO. I am adept at gaining the trust of cross-functional stakeholders and managing high-performing HR teams under pressure.

I am eager to discuss how my background in HR transformation and interim management can support [Organization Name]'s strategic objectives over the coming months. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]