Reference Letter Sample

Dear Recruiting Committee,

I am writing this letter to recommend Julia Alquist for the position of Senior HR Manager. I have had the privilege of working with Julia for seven years at DT Software. I can confidently say that Ms. Alquist is an exceptional professional with all the qualities that make for a senior HR manager.

Julia has demonstrated an incredible ability to manage complex HR tasks and easily navigate challenging situations. She has an innate ability to understand the needs of the company and its employees and to balance those needs in a way that benefits everyone. Julia has a deep understanding of employment law and regulations and is always up to date with the latest developments in the field. She even helped transition many of our operations from paper and Excel-based to cloud-based HR and leave management apps that increased satisfaction, productivity, and efficiency.

What sets Julia apart, however, is her character. Julia is one of the most ethical and trustworthy individuals I have ever worked with. She has a strong sense of integrity and always operates honestly and transparently. She is also a great listener and communicator and has a talent for building strong relationships with employees, management, and stakeholders.

Ms Alquist is a natural leader who inspires confidence and trusts in others. She is always willing to go above and beyond to ensure that the HR department operates smoothly and that all employees are satisfied with their working conditions. Julia is also a team player who understands the importance of collaboration and teamwork.

In conclusion, I highly recommend Julia for the position of Senior HR Manager if you are looking for a solid professional with a strong character who is passionate about HR and committed to delivering results that benefit both the company and its employees. Please feel free to contact me at 609-419-3801 or by email at bob.leno@dtsoftware.co if you require further information.

Sincerely,

Bob Leno

VP Operations

DT Software Inc.