

[Date]

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

Subject: Employment Reference - [Candidate Name]

To Whom It May Concern,

I am writing to provide a formal employment reference for [Candidate Name], who served as a [Job Title] at [Your Company Name] from [Start Date] to [End Date]. During this period, [Candidate Name] reported directly to me in my capacity as [Your Job Title].

In their role as a Recruitment Partner specializing in Legal and Compliance, [Candidate Name] was responsible for managing the full-cycle recruitment process for high-stakes positions. Their primary duties included sourcing specialized legal talent, conducting rigorous compliance screenings, and managing relationships with senior partners and stakeholders.

[Candidate Name] possesses an exceptional understanding of the regulatory landscape and the specific skill sets required for legal professionals. They consistently demonstrated high ethical standards and maintained strict confidentiality, which is paramount in this sector. Their ability to assess both technical competency and cultural fit has significantly improved our department's retention rates.

Key achievements during their tenure include:

- Successfully placing [Number] senior legal/compliance professionals within [Timeframe].
- Implementing a new background verification process that enhanced hiring compliance.
- Building a robust pipeline of qualified candidates for niche regulatory roles.

I highly recommend [Candidate Name] for any senior recruitment or talent acquisition role within the legal and compliance field. They are a dedicated professional who brings both expertise and integrity to the recruitment function.

Should you require any further information, please feel free to contact me at [Phone Number] or [Email Address].

Yours sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]