

Subject: Immediate Capacity: Interim HR Director Support

Dear [Recipient Name],

I am writing to offer my immediate availability for the role of Interim HR Director at [Company Name]. I understand that transitions in HR leadership require a steady hand to maintain operational continuity, compliance, and employee engagement without interruption.

With [Number] years of experience in senior HR leadership, I specialize in stepping into complex environments to provide stable management during periods of vacancy or transformation. I can be onsite or remote within [Timeframe] to manage:

- Day-to-day HR operations and team leadership.
- Critical recruitment and retention initiatives.
- Employee relations and conflict resolution.
- Strategic planning and organizational restructuring.
- Smooth handovers for the eventual permanent successor.

My background includes high-level oversight at [Previous Company or Industry], ensuring that HR functions remain a value-add during transitional phases. I am prepared to hit the ground running with minimal onboarding required.

I have attached my resume for your review and am available for a brief call today or tomorrow to discuss how I can support your team immediately.

Best regards,

[Your Name]

[Your Phone Number]

[Your LinkedIn Profile Link]