

Manager recommendation for transfer

Subject: Recommendation for Employee Transfer

Dear [HR Manager's Name],

I am writing to recommend [Employee's Name] for an internal transfer to the [Department Name] department. Over the past [X years], [Employee's Name] has consistently demonstrated strong performance and has developed skills that would make them an excellent fit for the new role.

I fully support this request and believe that the transfer would be mutually beneficial for both the employee and the organization. Please let me know if further information is required.

Sincerely,

[Manager's Name]

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