

Manager Supporting Employee's Lateral Transfer - Formal

Subject: Recommendation for [Employee Name]'s Lateral Transfer

Dear [Receiving Manager's Name/HR Director's Name],

I am writing to express my full support for [Employee Name]'s request for a lateral transfer to [Position Title] in your department. While I will be sorry to see [him/her/them] leave our team, I believe this move represents an excellent opportunity for [Employee Name]'s professional development and will benefit the organization.

During [his/her/their] time in [Current Department], [Employee Name] has consistently demonstrated [key strengths and qualities]. [He/She/They] has been instrumental in [specific achievements or projects], and [his/her/their] contributions have significantly impacted our team's success.

I believe [Employee Name]'s skills in [relevant abilities] make [him/her/them] particularly well-suited for the challenges and opportunities in your department. [His/Her/Their] ability to [specific skill] and track record of [achievement type] will serve your team well.

I am committed to facilitating a smooth transition and will ensure that all necessary knowledge transfer occurs. We have already begun identifying candidates to backfill this position, and I am confident we can manage the transition without significant disruption to our operations.

Please feel free to contact me if you have any questions about [Employee Name]'s qualifications, work history, or performance. I give [him/her/them] my highest recommendation.

Sincerely,

[Your Name]

[Title]

[Department]

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