

Formal letter recommending internal transfer

Subject: Recommendation for Internal Transfer

Dear [Recipient Name],

I am pleased to recommend [Employee Name] for a position in [Department Name]. Over [his/her] [X years] with [Current Department], [he/she] has demonstrated exceptional skills, adaptability, and a proactive approach to challenges.

I am confident that [Employee Name] will thrive in the new department and continue to contribute meaningfully to [Company Name]. Please consider this recommendation as a strong endorsement of [his/her] capabilities.

Sincerely,

[Your Name]

[Title]

[Company Name]

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