

Recommendation for transferring an employee for a specific project

Subject: Recommendation for Project-Based Transfer

Dear [Project Manager Name],

I recommend transferring [Employee Name] to the [Project Name] team. [His/Her] experience in [related experience] and proven track record in [achievements] make [him/her] an ideal fit for the project requirements.

Please consider this transfer request for immediate assignment.

Sincerely,

[Your Name]

[Position]

[Contact Information]

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