

Recommendation for transferring an employee to a different branch

Subject: Recommendation for Inter-Branch Transfer

Dear [Regional Manager Name],

I am writing to recommend [Employee Name] for transfer from [Current Branch] to [Target Branch].

[Employee Name] has consistently delivered excellent performance in [tasks/projects], and I am confident [he/she] will continue to contribute positively in the new location.

Kindly consider this recommendation favorably.

Regards,

[Your Name]

[Position]

[Contact Information]

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