

To: Human Resources Department / Hiring Selection Committee

From: [Your Name]

Date: [Current Date]

Subject: Recommendation for Internal Transfer: [Employee Name]

Dear Hiring Team,

I am writing to formally recommend [Employee Name] for the position of [Target Job Title] within the [Target Department]. As [Employee Name]'s direct supervisor for the past [Number] years/months in the [Current Department], I have had the pleasure of overseeing their growth and contributions to our team.

During their tenure as a Human Resources Coordinator, [Employee Name] has consistently demonstrated exceptional organizational skills, attention to detail, and a deep understanding of HR protocols. They have been instrumental in managing [mention specific task, e.g., employee onboarding, benefits administration, or recruitment scheduling] with a high degree of professionalism and confidentiality.

I believe [Employee Name] is an ideal candidate for this transfer because of their:

- Proven ability to handle complex employee relations inquiries.
- Strong command of our internal HRIS and compliance systems.
- Excellent interpersonal skills and ability to collaborate across different departments.
- Commitment to the company's core values and long-term goals.

While we will be sorry to see them leave our immediate team, I fully support this transition as it aligns with their career development and will undoubtedly benefit the [Target Department]. [Employee Name] has already mastered the foundational aspects of our organizational culture, which will ensure a seamless and productive transition into this new role.

Please feel free to contact me if you require any further information regarding [Employee Name]'s performance or qualifications.

Best regards,

[Your Signature]

[Your Full Name]

[Your Job Title]

[Your Extension/Email]