

[Date]

To: Human Resources Department

From: [Manager Name]

Department: [Current Department]

Subject: Recommendation for Departmental Transfer - [Contractor Name]

Dear Human Resources Team,

I am writing to formally recommend the departmental transfer of [Contractor Name], who is currently serving as a [Contractor Job Title] within the [Current Department].

During their tenure from [Start Date] to [Present Date], [Contractor Name] has consistently demonstrated high levels of professionalism and technical proficiency. Their contributions to [Specific Project or Task] have been invaluable to our team.

The proposed transfer to the [Target Department] aligns with the contractor's specialized skills in [List Skills] and meets the current operational needs of the organization. I believe their transition will provide significant support to the [Target Department] goals while maintaining the continuity of our ongoing projects.

The details of the requested transfer are as follows:

- **Current Department:** [Current Department Name]
- **Target Department:** [Target Department Name]
- **Proposed Effective Date:** [Date]
- **Supervisor in New Department:** [New Manager Name]

I fully support this transfer and am available to discuss this recommendation further if required. Thank you for your assistance in processing this change.

Sincerely,

[Signature]

[Manager Name]

[Manager Title]