

Date: [Date]

To: [Hiring Manager Name / HR Department]

From: [Your Name/Title]

Subject: Recommendation for Internal Transition: [Candidate Name]

Dear [Hiring Manager Name],

I am writing to formally recommend [Candidate Name] for the internal position of [Job Title]. [Candidate Name] has served as an external vendor through [Vendor Company Name] for the past [Duration], specifically supporting our [Department/Project Name].

During their tenure as a vendor, [Candidate Name] has demonstrated exceptional skills in [Skill 1] and [Skill 2]. They have already integrated seamlessly into our team culture and possess a deep understanding of our internal processes, tools, and objectives. Their performance has consistently exceeded expectations, particularly regarding [mention a specific achievement or project].

Transitioning [Candidate Name] to a permanent internal role would provide several benefits, including:

- Elimination of ramp-up time and training costs.
- Retaining institutional knowledge and project continuity.
- Proven reliability and alignment with company values.

I am confident that [Candidate Name] will be an invaluable asset to [Company Name] as a full-time employee. I strongly support their transition and am available to discuss their performance further if needed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Department]