

Date: [Insert Date]

To: [Recipient Name/Department]

From: [Your Name/Title]

Subject: Recommendation for Role Reassignment - [Contractor Name]

Dear [Recipient Name],

I am writing to formally recommend the reassignment of [Contractor Name] from their current role as [Current Role] to the position of [Proposed New Role].

During their tenure on the [Project Name] project, [Contractor Name] has demonstrated exceptional technical expertise in [Specialized Skill A] and [Specialized Skill B]. While they have performed their current duties diligently, it has become evident that their specialized background is better suited for the challenges currently facing the [Department/New Project] team.

My recommendation is based on the following key contributions:

- [Highlight achievement or specific skill application]
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Moving [Contractor Name] into the [Proposed New Role] will allow us to leverage their specific experience in [Specific Niche] to improve our [Outcome, e.g., system efficiency/project timeline]. I am confident that this transition will maximize their value to the organization and ensure the successful completion of our upcoming objectives.

I am available to discuss the specifics of this reassignment and the proposed transition plan at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]