

**Date:** [Insert Date]

**To:** [Approver Name]  
[Approver Title]

**From:** [Your Name]  
[Your Title]

**Subject:** Recommendation for Contractor Transition and Onboarding Approval

Dear [Approver Name],

I am writing to formally recommend the approval for the transition and onboarding of [Contractor Name/Agency Name] to support the [Project Name/Department].

After evaluating our current project requirements and resource gaps, we have identified that [Contractor Name] possesses the necessary expertise in [Specific Skills/Area] to ensure the successful delivery of our objectives. This transition is intended to [Briefly state purpose, e.g., replace outgoing staff, scale operations, or bring in specialized knowledge].

**Transition Details:**

- **Proposed Start Date:** [Date]
- **Contract Duration:** [Length of Time]
- **Scope of Work:** [Brief Description]
- **Budget Allocation:** [Amount/Cost Center]

The onboarding plan has been finalized, covering systems access, security compliance, and departmental orientation. We have confirmed that all background checks and legal documentation are in order.

I request your formal approval to proceed with this onboarding process. Please let me know if you require any further documentation or a detailed briefing regarding this recommendation.

Sincerely,

[Your Signature]

[Your Printed Name]