

[Your Name]
[Your Job Title]
[Your Department]
[Company Name]
[Date]

[Recipient Name]
[Hiring Manager/Department Head Title]
[Department Name]

Subject: Endorsement for [Employee Name] - [New Target Role]

Dear [Recipient Name],

I am writing to formally endorse [Employee Name] for the position of [New Target Role] within the [Department Name] department. Having worked closely with [Employee Name] in their current role as [Current Job Title], I have witnessed their professional growth and their strong desire to transition into [New Field/Career Area].

Although their current background is in [Current Department], [Employee Name] has consistently demonstrated skills that are highly transferable to [New Role]. Specifically, they have shown excellence in [Skill 1], [Skill 2], and [Skill 3]. During their time with our team, they successfully [mention a specific achievement or project].

To prepare for this career pivot, [Employee Name] has proactively [mention certifications, training, or internal shadowing]. They possess a deep understanding of our company culture and values, which will allow them to contribute immediately to your team without the typical learning curve of an external hire.

I fully support [Employee Name] in this transition and am confident that their dedication and adaptable skill set will make them an asset to your department. Please feel free to contact me if you require any further information regarding their performance or qualifications.

Best regards,

[Your Signature]
[Your Printed Name]