

[Your Name]
[Your Current Job Title]
[Current Branch Location]
[Date]

[Recipient Name]
[Hiring Manager/Branch Manager Title]
[Target Branch Location/Department]

Subject: Recommendation for [Employee Name] - Internal Branch Relocation

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for the [Job Title] position at the [Target Branch Location]. [Employee Name] has been a valued member of the [Current Branch] team for [Number] years, and while we are sad to see them leave our local office, I fully support their relocation request.

During their tenure here, [Employee Name] has consistently demonstrated strong performance in [Key Responsibility 1] and [Key Responsibility 2]. They played a vital role in [mention a specific project or achievement], which resulted in [mention a positive outcome]. Their deep understanding of our company's internal processes and culture will make them an immediate asset to your branch.

Beyond their technical skills, [Employee Name] possesses excellent communication skills and a collaborative mindset. They have built strong relationships with both colleagues and clients, and I am confident they will maintain this high standard of professional excellence in a new environment.

I highly recommend [Employee Name] for this internal move. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information regarding their performance or qualifications.

Best regards,

[Signature]

[Your Printed Name]