

[Current Date]

[Recipient Name]

[Recipient Job Title]

[International Office Branch Name]

[Company Name]

[Office Address]

Subject: Recommendation for International Transfer - [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for the [Job Title] position at our [City/Country] office. Having worked closely with [Employee Name] for [Number] years in my capacity as [Your Job Title] at the [Current Location] branch, I am confident that they are an ideal candidate for this international relocation.

During their tenure here, [Employee Name] has demonstrated exceptional skills in [Key Skill 1] and [Key Skill 2]. They have been instrumental in [mention a specific achievement or project]. Beyond their technical proficiency, they possess the cultural sensitivity and adaptability required to succeed in a global work environment.

[Employee Name] has shown a strong desire to contribute to our international operations and possesses the communication skills necessary to bridge gaps between regional teams. I am certain that their transition will bring significant value to your local team and help maintain the high standards of our global brand.

I fully support this transfer and am available to discuss [Employee Name]'s qualifications further if needed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Current Department]