

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

To the Relocation Committee / [Specific Manager Name],

I am writing to formally recommend [Employee Name] for a position at our new corporate headquarters in [New City/Location]. Having worked closely with [Employee Name] for [Number] years in the [Current Department], I am confident that their skills and dedication will be a significant asset to our operations during and after this transition.

During their tenure at our current office, [Employee Name] has consistently demonstrated [Key Strength 1] and [Key Strength 2]. Specifically, they were instrumental in [Mention a specific project or achievement]. Their deep understanding of our corporate culture and internal processes makes them an ideal candidate to help establish our presence in the new headquarters.

Beyond their technical abilities, [Employee Name] possesses the adaptability required for a major corporate relocation. They have expressed a strong commitment to the company's long-term vision and are eager to contribute to our growth in [New City/Location].

I highly recommend [Employee Name] for relocation and am available to discuss their qualifications further if needed.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Contact Information]