

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

To Whom It May Concern,

It is my distinct pleasure to recommend [Employee Name] for their upcoming executive relocation to [New City/Country]. Having worked closely with [Employee Name] for [Number] years in their role as [Current Job Title] at [Current Company], I have witnessed firsthand their exceptional leadership and ability to navigate complex global markets.

During their tenure, [Employee Name] was instrumental in [mention a major achievement or project]. They possess a unique blend of strategic foresight and operational excellence. More importantly, they have demonstrated remarkable cultural intelligence and adaptability, which are critical traits for an executive operating in an international capacity.

[Employee Name] excels at building cross-functional teams across diverse geographic locations. Their communication style is both inclusive and authoritative, ensuring that organizational goals are met while respecting local business nuances. I am confident that they will be a significant asset to your [New Branch/Office] and will integrate seamlessly into the new professional environment.

We are sad to see [Employee Name] leave our immediate team, but we are proud to support their transition. I give [Employee Name] my highest recommendation without reservation. Should you require any further information regarding their qualifications or performance history, please do not hesitate to contact me.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Email Address]
[Your Phone Number]