

[Date]

[Recipient Name]

[Recipient Job Title]

[Regional Office Name]

[Office Address]

Subject: Recommendation for [Employee Name] regarding Relocation to [Regional Office Location]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for the [Job Title] position at your regional office. Having worked closely with [Employee Name] as their [Your Relationship/Title] for [Number] years at our [Current Location] branch, I am confident they will be a significant asset to your team.

During their tenure here, [Employee Name] has consistently demonstrated exceptional skills in [Skill 1], [Skill 2], and [Skill 3]. They played a key role in [Mention a specific project or achievement], which resulted in [Mention a positive outcome].

Beyond their technical expertise, [Employee Name] possesses strong leadership qualities and adapts quickly to new environments. Their deep understanding of our company's internal processes will ensure a seamless transition and immediate productivity within your regional operations.

I fully support [Employee Name]'s relocation and am certain they will contribute to the continued success of the [Regional Office Location] office. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Email Address]

[Your Phone Number]