

[Date]

[Recipient Name]

[Recipient Title]

[Subsidiary Company Name]

[Address]

Re: Recommendation for Subsidiary Transfer - [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for the position of [Job Title] at [Subsidiary Company Name]. [Employee Name] has been an integral part of [Current Company Name] for the past [Number] years, consistently delivering high-quality work as a [Current Job Title].

During their tenure, [Employee Name] has demonstrated exceptional skills in [Skill 1] and [Skill 2]. Their deep understanding of our corporate culture and operational processes makes them an ideal candidate for this internal transfer. They have played a key role in [Specific Achievement or Project].

As [Employee Name] prepares for relocation to [New City/Country], I am confident that their transition to your team will be seamless. They possess the adaptability and professional expertise required to contribute immediately to [Subsidiary Company Name]'s objectives.

I fully support this transfer and am available to discuss [Employee Name]'s qualifications in more detail should you require further information.

Sincerely,

[Your Name]

[Your Title]

[Current Company Name]

[Phone Number]

[Email Address]