

[Current Date]

[Recipient Name]

[Recipient Title]

[Target Department Name]

Subject: Recommendation for Internal Transfer - [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for the position of [New Job Title] within your department. Having served as [Employee Name]'s supervisor in the [Current Department Name] for the past [Number] years, I have seen firsthand their dedication and professional growth.

During their tenure here, [Employee Name] has consistently demonstrated strong skills in [Key Skill 1] and [Key Skill 2]. They played a vital role in [mention a specific project or achievement]. Their ability to adapt to new challenges and work collaboratively makes them an ideal candidate for your team's current needs.

While we are sorry to lose such a valuable team member, I fully support this departmental shift. I am confident that their transition will be seamless and that they will bring the same level of excellence to the [Target Department Name] that they provided to ours.

Please feel free to contact me if you require any further information regarding their performance or qualifications.

Sincerely,

[Your Signature]

[Your Name]

[Your Job Title]

[Current Department Name]