Date: [Insert Date]

To: [Hiring Manager Name]
Department: [Receiving Department Name]

Subject: Letter of Recommendation for [Employee Name] - Internal Transfer

Dear [Hiring Manager Name],

I am writing to formally recommend [Employee Name] for the position of [New Job Title] within your department. As [Employee Name]'s direct supervisor in the [Current Department Name] for the past [Number] years/months, I have had the opportunity to observe their professional growth and significant contributions to our team.

During their tenure with us, [Employee Name] has consistently demonstrated [mention 2-3 key skills, e.g., strong analytical skills, leadership, or technical proficiency]. One notable achievement includes [briefly describe a specific project or success]. They possess a deep understanding of our company culture and operational processes, which I believe will allow them to transition seamlessly into your team.

While we will be sorry to see [Employee Name] leave our department, I fully support this move as it aligns with their long-term career goals and allows the company to retain a high-performing talent. I am confident that they will bring the same level of dedication and excellence to your department as they have shown here.

I am happy to discuss [Employee Name]'s qualifications further if you have any questions.

Best regards,

[Your Name]
[Your Job Title]
[Your Department]