

Current Date: [Date]

To: [Recipient Name]

Position: [Recipient Job Title]

Department: [Receiving Department Name]

Subject: Recommendation for Interdepartmental Transfer - [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for the position of [Target Job Title] within the [Receiving Department Name]. [Employee Name] has been a member of the [Current Department Name] for [Number] years/months, serving as [Current Job Title].

During their tenure in my department, [Employee Name] has consistently demonstrated [Key Skill 1], [Key Skill 2], and [Key Skill 3]. Their notable achievements include [Briefly mention a specific project or accomplishment]. They have proven to be a dedicated professional with a strong work ethic and a collaborative mindset.

While we will miss [Employee Name]'s contributions to our team, I fully support this transfer. I believe their background in [Specific Area of Current Role] will provide a unique and valuable perspective to your department, specifically regarding [Mention a specific benefit to the new department].

I am confident that [Employee Name] will be an asset to your team. Please feel free to contact me if you require any further information regarding their performance or qualifications.

Best regards,

[Your Name]

[Your Job Title]

[Current Department Name]