

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Department Name]

**Subject: Endorsement of Lateral Transfer for [Employee Name]**

Dear [Recipient Name],

I am writing to formally endorse the lateral transfer of [Employee Name] from their current position as [Current Job Title] in [Current Department] to the role of [Target Job Title] within your team.

During their [Number] years with my department, [Employee Name] has demonstrated exceptional leadership and management skills. They have been instrumental in [mention a specific achievement or project]. Their ability to manage budgets, lead cross-functional teams, and streamline operations has been an asset to our division.

While we will miss their contributions here, I believe this move aligns with [Employee Name]'s professional development goals and will provide significant value to your department. They possess the strategic mindset and technical expertise required to succeed in this new capacity immediately.

We have discussed a transition plan to ensure all current responsibilities are handed over effectively by [Proposed Transition Date]. I fully support this transfer and am confident in [Employee Name]'s future success under your leadership.

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

Sincerely,

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