

Professional recommendation for internal employee transfer

Subject: Recommendation for Employee Transfer

Dear [Manager Name],

I am writing to recommend [Employee Name] for transfer from [Current Department/Location] to [New Department/Location]. During [his/her] tenure in [Current Department], [Employee Name] has consistently demonstrated exceptional skills in [specific skills] and has shown great adaptability.

I believe that transferring [Employee Name] will benefit both the organization and [his/her] professional growth. Please consider this recommendation for the upcoming transfer cycle.

Sincerely,

[Your Name]

[Position]

[Contact Information]

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