

Recommendation for an employee to transfer between departments

Subject: Departmental Transfer Recommendation

Dear [HR Manager Name],

I would like to recommend [Employee Name] for a departmental transfer from [Current Department] to [Target Department]. [He/She] has consistently demonstrated expertise in [relevant skills] and would bring valuable contributions to the new team.

Thank you for considering this recommendation.

Best regards,

[Supervisor Name]

[Position]

[Contact Information]

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