

Recommendation for transfer accompanied by promotion

Subject: Recommendation for Transfer with Promotion

Dear [HR Manager Name],

I recommend [Employee Name] for transfer to [New Department/Location] along with a promotion to [New Designation]. [He/She] has demonstrated outstanding leadership, initiative, and performance in [Current Role].

I believe this move will benefit the company and support [Employee Name]'s career growth.

Sincerely,

[Supervisor Name]

[Position]

[Contact Information]

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