

# Letter of Recommendation for Employee: Internal Transfer

A **letter of recommendation for an employee** supporting an internal transfer highlights the individual's skills, achievements, and suitability for a new role within the organization. It emphasizes their work ethic, adaptability, and contributions, providing a trusted endorsement to facilitate a smooth transition. Below is a sample demonstrating how to effectively endorse an employee for an internal transfer, ensuring their qualifications and potential for success in the new position are clearly communicated.

## Sample Letter of Recommendation for Internal Transfer

[Date]

[Recipient Name]

[Recipient Title/Position]

[Department Name]

[Company Name]

Dear [Recipient Name],

I am pleased to write this letter of recommendation for **[Employee Name]**, who has applied for the position of **[Target Position]** in your department. As [his/her/their] current supervisor in the [Current Department], I have had the opportunity to work closely with [Employee Name] for the past [number] years and have consistently been impressed by [his/her/their] professionalism, dedication, and expertise.

During [his/her/their] tenure with our team, [Employee Name] has demonstrated exceptional skills in [key skills or tasks relevant to new role]. [He/She/They] excels at [specific achievement or project], showing both initiative and a strong commitment to delivering quality results. [Employee Name] has a proven ability to adapt to new challenges, work effectively both independently and within team settings, and handle multiple tasks with great attention to detail.

Moreover, [Employee Name] is highly respected by colleagues for [his/her/their] positive attitude and collaborative approach. [He/She/They] has contributed greatly to [mention a relevant project or responsibility] and has always been eager to share knowledge and support the team's goals.

I am confident that [Employee Name] will bring the same level of excellence and enthusiasm to the [Target Department] as [he/she/they] has shown in our team. I fully support [his/her/their] internal transfer and believe [he/she/they] would be a valuable asset to your department.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Sincerely,

[Your Name]

[Your Title/Position]

[Current Department]

[Company Name]