

## 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]