

Sample Reference Letter for a Colleague Moving to Another Department

[Date]

[Recipient Name]

[Recipient Title]

[Department Name]

[Company Name]

Dear [Recipient Name],

I am pleased to write this reference letter on behalf of my esteemed colleague, [Colleague's Name], who is applying for the role in your department. Having worked closely with [him/her/they] for [length of time] in the [current department], I have witnessed firsthand [his/her/their] commitment to excellence, adaptability, and remarkable work ethic.

During [his/her/their] time in our department, [Colleague's Name] has consistently demonstrated a high level of professionalism and dedication to achieving both individual and team goals. Notably, [he/she/they] played a key role in [describe a specific project, achievement, or responsibility], where [his/her/their] expertise and collaborative approach contributed significantly to our success.

[Colleague's Name] is known for [his/her/their] positive attitude, strong communication skills, and the ability to adapt to new challenges quickly. [He/She/They] has been an inspiration to both new and seasoned team members, always willing to offer support and share knowledge. [He/She/They] handles responsibilities with great integrity and consistently delivers quality results, even under tight deadlines.

I am confident that [Colleague's Name] will bring the same level of commitment, enthusiasm, and effectiveness to your department. [His/Her/Their] drive for continuous improvement, combined with a proven ability to work collaboratively, makes [him/her/they] an excellent fit for this new role. I believe [he/she/they] will transition seamlessly and continue to make valuable contributions to [Company Name].

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or want to discuss [Colleague's Name]'s qualifications in greater detail.

Sincerely,

[Your Name]

[Your Title]

[Current Department]

[Company Name]