

Letter of Recommendation for Internal Resource Adjustment

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Employee's Name] for an internal resource adjustment to [New Position/Department] within our organization. As [his/her/their] [Current Position] for [Duration], I have had the pleasure of witnessing [his/her/their] exemplary performance and dedication firsthand.

[Employee's Name] has consistently demonstrated [specific skills or achievements relevant to the new position], making [him/her/them] an ideal candidate for this transition. [He/She/They] possesses strong [mention relevant skills or experiences], which will undoubtedly benefit [New Department/Team].

I am confident that [his/her/their] expertise in [mention specific areas] and [his/her/their] passion for [specific goals or objectives related to the new position] will lead to significant contributions in [New Position/Department].

I strongly support this internal resource adjustment and am excited about the potential of [Employee's Name] bringing [his/her/their] talents to [New Department/Team]. Please feel free to reach out to me at [Your Phone Number] or [Your Email] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Department]
[Company Name]