

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to support [Employee's Name] in their application for the [New Job Title] position within [Department/Team Name]. Having worked closely with [Employee's Name] for [duration], I have witnessed their skill set and dedication to our organization firsthand.

[Employee's Name] has consistently demonstrated [specific skills or qualities related to the new role], making them an excellent fit for this realignment. Their contributions in [specific projects or tasks they excelled in] have significantly benefited our team and the company as a whole.

I am confident that this realignment will not only leverage [Employee's Name]'s talents but also enhance our team's overall performance. I strongly recommend [Employee's Name] for the [New Job Title] position without reservation.

Thank you for considering this recommendation. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email]