

Endorsement Letter for Internal Transfer

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]

Dear [Recipient's Name],

I am writing to formally endorse [Employee's Name] for the internal transfer to [New Position/Department] within our organization. Having worked closely with [him/her/them] for [duration], I can confidently speak to [his/her/their] skills, work ethic, and contributions to our team.

[Employee's Name] has consistently demonstrated [specific skills, accomplishments, and qualities]. [He/She/They] has played a vital role in [describe an achievement or responsibility], which has positively impacted our department and the organization as a whole.

I believe that [he/she/they] would be an excellent fit for the [New Position/Department], and I am confident that [his/her/their] expertise will be beneficial in this new role.

Thank you for considering [Employee's Name] for this opportunity. Please feel free to reach out if you require any further information.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]