

Letter of Advocacy for Employee Movement

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to advocate for [Employee's Name], who has expressed interest in moving to the [New Position/Department] within our company. I believe that this transition would greatly benefit both [Employee's Name] and [Company Name].

[Employee's Name] has demonstrated exceptional skills in [mention relevant skills or experiences] which align perfectly with the requirements of the [New Position/Department]. [He/She/They] has consistently shown dedication, professionalism, and a strong desire to contribute to our organization's success.

I am confident that [Employee's Name]'s knowledge and expertise will be an asset to the [New Position/Department], and I urge you to consider [his/her/their] application favorably. This opportunity will not only facilitate [his/her/their] professional growth but also enhance team dynamics within [New Department].

Thank you for considering this request. I am available to discuss this matter in further detail at your convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]