

Endorsement Letter for Staff Reassignment

[Your Name]

[Your Job Title]

[Your Department]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally endorse the reassignment of [Employee's Name] from [Current Position] to [New Position]. After assessing their performance and skills, I believe this transition will greatly benefit our team and the organization as a whole.

[Employee's Name] has demonstrated [specific skills or qualities that support the reassignment], which makes them an excellent fit for the new role. Their contributions to our department have been invaluable, and I have no doubt they will excel in their new responsibilities.

I strongly support this reassignment and urge you to consider this recommendation for the benefit of our team and company.

Thank you for considering this endorsement.

Sincerely,

[Your Name]

[Your Job Title]