

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Department]

[Recipient Company]

Subject: Recommendation for Lateral Transfer of [Employee's Name]

Dear [Recipient Name],

I am writing to recommend [Employee's Name] for a lateral transfer to the [Target Department/Position] at [Company Name]. Having worked closely with [Employee's Name] for [Duration], I have witnessed firsthand their exceptional skills and dedication to our team.

[Employee's Name] has consistently demonstrated [specific skills or traits], making them an ideal candidate for this new position. Their ability to [mention relevant experience or contributions] has had a positive impact on our operations and the overall morale of our team.

Moreover, their strong work ethic and [another positive trait] ensure that they will seamlessly transition into their new role and continue to contribute effectively to our organization's goals.

I fully support [Employee's Name] in this endeavor and believe that their transfer will not only benefit them personally but also enhance the productivity of the [Target Department] team.

Please feel free to contact me for any further information or clarification regarding [Employee's Name]'s qualifications.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]