

# Letter of Recommendation for Task Assignment Amendment

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Employee's Name] for an amendment to their current task assignment within [Department/Team Name]. Over the course of [duration] that [he/she/they] has been with us, [he/she/they] has exhibited remarkable skills that would greatly benefit [insert specific task or project].

[Employee's Name] has consistently demonstrated [specific skills or qualities related to the new task] which has led to [specific achievements or contributions]. I firmly believe that adjusting [his/her/their] responsibilities to include [new tasks] will maximize [his/her/their] potential and contribute positively to our team's objectives.

Furthermore, [Employee's Name] has shown a strong commitment to [specific project or value], which aligns perfectly with the goals of [Company/Organization Name]. I am confident that this amendment will not only enhance [his/her/their] growth but also advance our shared objectives.

I highly recommend considering this amendment for [Employee's Name] without reservation. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]