

# Endorsement for Internal Transfer

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Your Department]

[Your Contact Information]

Dear [Recipient's Name],

I am writing to formally endorse [Team Member's Name] for the internal transfer to the [New Position/Department]. Having worked closely with [him/her/them] for [Duration], I have witnessed [his/her/their] exceptional skills and dedication firsthand.

[Team Member's Name] has consistently demonstrated the ability to [mention specific skills or achievements relevant to the new position]. [His/Her/Their] contributions to our team have been invaluable, and I am confident that [he/she/they] will bring the same level of commitment and expertise to the new role.

I strongly support [Team Member's Name]'s application and believe that [he/she/they] will excel in this new opportunity. Please feel free to contact me should you require any further information.

Thank you for considering this endorsement.

Sincerely,

[Your Name]

[Your Position]

[Your Department]