

# Letter of Recommendation for [Employee's Name]

[Your Name]  
[Your Position]  
[Your Company]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To Whom It May Concern,

I am writing to highly recommend [Employee's Name] for the international position reassignment to [Location/Department] at [Company Name]. As [his/her/their] [Supervisor/Manager] for [duration], I have had the pleasure of witnessing [his/her/their] exceptional skills and dedication firsthand.

[Employee's Name] has consistently demonstrated strong [specific skills or traits related to the position], making [him/her/them] a valuable asset to our team. [He/She/They] effectively communicates with colleagues across different cultures and geographies, which I believe will be crucial for success in [Location/Department].

Furthermore, [Employee's Name] has shown remarkable adaptability in [specific examples of adaptability], allowing [him/her/them] to excel in diverse environments. I am confident that [his/her/their] experience and proactive approach will greatly contribute to [Company Name] in the international role.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or specifics regarding [Employee's Name]'s performance and qualifications.

Thank you for considering this recommendation. I wholeheartedly endorse [Employee's Name] for this opportunity.

Sincerely,  
[Your Name]  
[Your Position]