

Interdepartmental Transfer Recommendation

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

From: [Your Name]

Department: [Your Department]

Subject: Recommendation for Interdepartmental Transfer

Dear [Recipient's Name],

I am writing to formally recommend [Employee's Name] for a transfer to the [Target Department] as part of our ongoing effort to optimize talent utilization within the organization. Over the course of [his/her/their] tenure in the [Current Department], [Employee's Name] has consistently demonstrated exceptional skills in [Specific Skills or Talents].

[Employee's Name] has successfully completed projects such as [List Relevant Projects or Achievements], which have significantly contributed to our team's success. I believe that [his/her/their] expertise would be highly beneficial to the [Target Department] and would allow [him/her/them] to further develop [his/her/their] skills in a new capacity.

Furthermore, I am confident that [Employee's Name] will bring a fresh perspective and innovative ideas to the [Target Department], thereby enhancing collaboration and productivity across our teams.

Thank you for considering this recommendation. I am looking forward to seeing [Employee's Name] thrive in a new role and contribute to the continued success of our organization.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]