

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally endorse [Employee Name] for the internal job relocation opportunity to [New Position/Location] within [Company Name]. Having worked closely with [Employee Name] for [duration], I have observed their exceptional skills in [mention relevant skills/areas].

[Employee Name] has consistently demonstrated [mention specific achievements or qualities]. I believe their relocation will not only benefit their professional growth but also contribute positively to [team/department] in [New Location].

In conclusion, I fully support [Employee Name]'s application for this position and highly recommend them for this transition. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Thank you for considering this endorsement.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Company Name]