

To Whom It May Concern,

I am writing to express my strong support for [Colleague's Name] regarding their application for an internal transfer to [New Position/Department] within [Company Name]. Having worked alongside [Colleague's Name] for [duration], I have witnessed their exceptional skills and dedication.

[Colleague's Name] has consistently demonstrated [mention specific skills or achievements], making them an invaluable asset to our team. I believe that their transfer to [New Position/Department] will not only benefit [Colleague's Name] professionally but also contribute positively to the new team they will join.

I fully endorse [Colleague's Name]'s qualifications for this opportunity and am confident that they will excel in their new role. Please feel free to contact me at [Your Email] or [Your Phone Number] if you need any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Department]
[Company Name]