

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

[Date]

[Recipient's Name]
[Recipient's Position]
[Department]
[Company Name]

Subject: Employee Internal Mobility Recommendation for [Employee Name]

Dear [Recipient's Name],

I am writing to formally recommend [Employee Name] for the position of [Target Position] within the [Target Department]. I have had the pleasure of working with [Employee Name] in the capacity of [Your Position] in the [Current Department] for the past [duration], and I am confident in [his/her/their] qualifications and dedication.

During [his/her/their] tenure in our department, [Employee Name] has consistently demonstrated excellent performance, initiative, and professionalism. [He/She/They] has successfully [describe a few key achievements, projects, or attributes relevant to the target role], which makes [him/her/them] a strong fit for the new position.

[Employee Name]'s ability to [mention relevant skills, such as teamwork, leadership, problem-solving, or technical skills] has been a considerable asset to our team. [He/She/They] exemplifies our company's core values and shows potential for further growth within the organization.

I am confident that [Employee Name] will excel in the [Target Position] and make valuable contributions to the [Target Department]. I fully support [his/her/their] application and recommend [him/her/them] without reservation.

Please feel free to reach out to me if you need any additional information.

Sincerely,

[Your Name]
[Your Position]
[Department]
[Contact Information]