

[Your Company/Organization Letterhead]
[Date]

To,
[Recipient Name]
[Recipient Position/Title]
[Department]
[Company/Organization Name]

Subject: Recommendation for Staff Transfer – [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend the transfer of **[Employee Name]**, who is currently serving as **[Current Position]** in the **[Current Department]**, to the **[Proposed Department/Location]** effective from **[Proposed Transfer Date]**.

[Briefly state the reasons for the transfer, employee's skills, experience, and how they will benefit the new department or location.]

[Add any other relevant details or recommendations.]

I believe this transfer will continue to support the overall goals of our organization and further develop [Employee Name]'s career growth. Kindly consider this recommendation for approval.

Sincerely,

[Your Name]
[Your Designation]
[Your Department]
[Contact Information]