

**[Your Full Name]**

[Current Department/Job Title]

[Email Address]

[Phone Number]

[Date]

**[Hiring Manager Name]**

[Title of Hiring Manager]

[Organization Name]

**RE: Internal Recommendation for Volunteer Coordinator - [Candidate Name]**

Dear [Hiring Manager Name],

It is my pleasure to formally recommend **[Candidate Name]** for the Volunteer Coordinator position within [Organization Name]. Having worked closely with [Candidate Name] in my capacity as [Your Title] for [Duration], I am confident they possess the organizational skills and interpersonal strengths required to excel in this role.

During our collaboration on [Project/Program Name], [Candidate Name] demonstrated an exceptional ability to [specific skill, e.g., manage schedules, resolve conflicts, or engage stakeholders]. Their approach to community engagement is both professional and empathetic, ensuring that volunteers feel valued while remaining aligned with our organizational goals.

Key highlights of their qualifications include:

- [Key Achievement 1: e.g., Successful recruitment of X number of volunteers]
- [Key Achievement 2: e.g., Implementation of a new tracking system]
- [Key Achievement 3: e.g., Excellence in public speaking or training]

[Candidate Name] is already deeply familiar with our mission and internal culture, which would allow for a seamless transition into the Volunteer Coordinator role. I believe their addition to the team will significantly enhance our outreach efforts and volunteer retention rates.

I am happy to provide further details regarding [Candidate Name]'s performance and qualifications at your convenience.

Sincerely,

**[Your Signature]**

[Your Printed Name]