

Letter of Recommendation for [Employee's Name]

[Your Name]

[Your Position]

[Your Company]

[Date]

To Whom It May Concern,

I am writing to highly recommend [Employee's Name] for promotion to [New Position]. I have had the pleasure of working with [him/her/them] for [duration] as [his/her/their] [Your Relationship/Position] at [Company Name].

[Employee's Name] has consistently demonstrated exceptional skills in [mention specific skills or contributions]. [He/She/They] has a strong work ethic and an outstanding ability to [mention specific achievements or responsibilities].

Throughout [his/her/their] time with us, [Employee's Name] has gone above and beyond in [mention specific projects or responsibilities]. [He/She/They] has not only met but often exceeded our expectations.

I am confident that [Employee's Name] will excel in [New Position] and continue to contribute positively to our team. [He/She/They] is a valuable asset to our company, and this promotion would be well-deserved.

Thank you for considering this recommendation. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]