

Internal Job Promotion Recommendation

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Recommendation for Promotion - [Employee's Name]

Dear [Manager's Name],

I am writing to formally recommend [Employee's Name] for the position of [New Position Title] within our department. I have had the privilege of working alongside [Employee's Name] for [Duration] and have consistently been impressed by their exceptional performance and commitment to our team's goals.

[Employee's Name] has demonstrated remarkable leadership capabilities, particularly in [specific project or responsibility]. Their ability to [specific skills or achievements] has significantly contributed to our department's success.

Furthermore, [Employee's Name] embodies our company values through [specific examples]. I have no doubt that they will excel in the new role and continue to drive our department forward.

Thank you for considering this recommendation. I am confident that [Employee's Name] will be a valuable asset in the [New Position Title] role.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]