

Employee Reference Letter for Promotion

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally recommend [Employee's Name] for the position of [New Position Title] within our organization. I have had the pleasure of working with [Employee's Name] for [Duration] at [Company Name], where they have consistently demonstrated exceptional skills and dedication.

[Employee's Name] has successfully [mention key achievements or responsibilities relevant to the new position], showcasing their ability to handle increased responsibilities with professionalism and competence. Their [mention specific skills or qualities, e.g., leadership, teamwork, problem-solving] have greatly contributed to our team's success.

I firmly believe that [Employee's Name] possesses the qualities necessary for this promotion. Their commitment to [mention company values or team goals] and their ability to collaborate effectively make them an ideal candidate for [New Position Title].

In conclusion, I wholeheartedly support [Employee's Name]'s application for promotion and am confident in their ability to excel in the new role. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]