

Dear [Manager's Name],

I am writing to express my full support for [Colleague's Name] regarding their promotion to [Position Title]. Over the time we have worked together, I have witnessed firsthand their exceptional skills, dedication, and contribution to our team.

[Colleague's Name] has consistently demonstrated leadership qualities, successfully managed projects, and has always been willing to assist others in our department. Their ability to [specific example of a notable achievement or quality] sets them apart as an exemplary candidate for this promotion.

I believe that promoting [Colleague's Name] will not only acknowledge their hard work but also inspire our team to achieve greater success. I wholeheartedly recommend [Colleague's Name] for this opportunity.

Thank you for considering my input.

Sincerely,
[Your Name]
[Your Position]