

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally endorse [Employee Name] for promotion to the position of [New Position]. During their time in the role of [Current Position], [Employee Name] has consistently demonstrated their capability, dedication, and leadership skills.

[Insert specific examples of achievements and contributions made by the employee. It can include projects led, initiatives taken, and skills displayed that make them a suitable candidate for promotion.]

I believe that promoting [Employee Name] will not only benefit them but will also greatly contribute to our team's success and the goals of [Company Name].

Thank you for considering my endorsement of [Employee Name]. Please feel free to contact me if you require further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]