

Employee Upgrade Endorsement

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Endorsement for Employee Upgrade

Dear [Manager's Name],

I am writing to formally endorse [Employee's Name] for an upgrade to [New Position/Title]. During their time in the [Current Position/Title], [Employee's Name] has consistently demonstrated exceptional skills and dedication to our team.

Some of the key contributions made by [Employee's Name] include:

- [Contribution 1]
- [Contribution 2]
- [Contribution 3]

I believe that [Employee's Name]'s hard work and commitment to excellence make them an ideal candidate for this upgrade. I fully support their advancement and look forward to seeing their continued growth within the company.

Thank you for considering this endorsement.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]