

Letter of Advocacy for Promotion

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Advocacy for [Coworker's Name] Promotion Consideration

Dear [Manager's Name],

I am writing to express my strong support for [Coworker's Name] in consideration for the [specific position] position within our team. Having worked closely with [him/her/them] for [duration], I have witnessed firsthand [his/her/their] dedication, expertise, and leadership qualities.

[Coworker's Name] has consistently demonstrated exceptional performance in [mention specific projects or tasks]. [He/She/They] possesses a unique ability to [mention unique skills or attributes], which has been instrumental in driving our team's success.

Moreover, [Coworker's Name] exemplifies our company values through [mention examples of teamwork, initiative, or contributions]. I firmly believe that promoting [him/her/them] would not only benefit our team but also enhance our overall productivity and morale.

Thank you for considering this recommendation. I am confident that [Coworker's Name] will excel in the new role and continue to contribute positively to our organization.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]