

# Letter of Commendation

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally commend [Colleague's Name] for their exceptional performance and contributions to our team. Over the past [duration], [he/she/they] has consistently demonstrated exemplary skills and dedication that not only meet but often exceed the expectations of [his/her/their] role.

[Colleague's Name] has played a pivotal role in [specific projects or responsibilities], showcasing [his/her/their] ability to work collaboratively and positively influence team dynamics. [He/She/They] has also taken the initiative in [specific initiatives or improvements], resulting in [positive outcomes].

Given [his/her/their] outstanding performance and commitment to our team's success, I strongly advocate for [Colleague's Name] to be considered for a promotion to [desired position]. [He/She/They] possesses the qualifications, skills, and leadership qualities necessary for this advancement.

Thank you for considering this recommendation. I am certain that [Colleague's Name] will continue to excel and contribute even more significantly in a higher capacity.

Sincerely,  
[Your Name]