

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Recommendation for [Colleague's Name] for Promotion

Dear [Manager's Name],

I am writing to express my unwavering support for [Colleague's Name] in consideration for the [specific position] promotion. Having had the pleasure of working alongside [him/her/them] for [duration], I have witnessed firsthand [his/her/their] exceptional qualifications and unique contributions to our team.

[Colleague's Name] consistently demonstrates a strong work ethic and an enlightening perspective that often results in innovative solutions to complex problems. [He/She/They] not only meets the expectations of [his/her/their] current role but frequently exceeds them, taking the initiative to lead multiple projects to successful completion.

Furthermore, [his/her/their] ability to collaborate with colleagues and foster a positive work environment is commendable. [Colleague's Name] has a remarkable talent for mentoring others, which directly contributes to the professional growth of our team members.

In conclusion, I wholeheartedly endorse [Colleague's Name] for promotion. [His/Her/Their] dedication, achievements, and leadership qualities make [him/her/them] an ideal candidate for [specific position]. Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]