

# Letter of Recognition for Promotion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally recognize your numerous achievements that have significantly contributed to our team's success and overall company goals. Your outstanding efforts over the past [duration] have not gone unnoticed.

You have successfully [describe specific achievements, e.g., led projects, improved processes, exceeded sales targets], which have resulted in [mention positive outcomes, e.g., increased revenue, enhanced team efficiency]. Your leadership and commitment to excellence set a standard for others and demonstrate your potential for greater responsibility.

In light of your exemplary performance, I am pleased to recommend you for promotion to [new position/title]. This new role will allow you to leverage your skills further and continue your professional growth within our organization.

Congratulations on this well-deserved recognition. I look forward to your continued contributions and success.

Best regards,

[Your Name]

[Your Position]

[Company Name]