

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

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Dear [Recipient's Name],

I am pleased to inform you that I have reviewed [Colleague's Name]'s application for promotion to [New Position]. After careful consideration of [his/her/their] contributions and performance, I am happy to approve [his/her/their] promotion.

[Colleague's Name] has consistently demonstrated exceptional skills and has positively impacted our team. [He/She/They] has taken on additional responsibilities and excelled in [specific achievements or projects].

I believe that this promotion will not only recognize [his/her/their] hard work and dedication but also motivate [him/her/them] to continue [his/her/their] exceptional contributions to our organization.

Please feel free to reach out if you require any further information.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]