

Letter of Commendation

Date: [Insert Date]

To Whom It May Concern,

I am writing to express my commendation for [Colleague's Name] regarding their prospects for promotion. Having worked alongside [him/her/them] for [duration], I have been consistently impressed by [his/her/their] professionalism, dedication, and expertise.

[Colleague's Name] has consistently demonstrated exceptional [specific skills or qualities, e.g., leadership abilities, teamwork, innovative thinking], which have significantly contributed to our team's success. [He/She/They] [provide a specific example of achievement or contribution].

Moreover, [Colleague's Name]'s ability to [mention another strength or skill] makes [him/her/them] an outstanding candidate for promotion. I am confident that [he/she/they] will continue to excel and bring value to [his/her/their] new role.

Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]