

Endorsement Letter for Promotion

Date: [Insert Date]

To Whom It May Concern,

I am writing to wholeheartedly endorse [Colleague's Name] for the promotion to [New Position] within [Company Name]. Having worked closely with [him/her/them] for [duration], I have witnessed firsthand [his/her/their] exceptional skills and unwavering dedication to our team's success.

[Colleague's Name] has consistently demonstrated [specific qualities or achievements]. [He/She/They] has also taken the initiative to [mention any extra responsibilities or projects undertaken], showcasing [his/her/their] leadership potential and commitment to our company's mission.

I firmly believe that [Colleague's Name] would excel in this new role and continue to contribute positively to our team. I strongly recommend [him/her/them] for this promotion without reservation.

Thank you for considering this endorsement.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]