

To [Recipient's Name]

[Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally suggest the elevation of [Janitor's Name] to a supervisory role within our janitorial team.

In my observations, [Janitor's Name] has consistently demonstrated exceptional reliability, strong work ethic, and an impressive ability to collaborate with fellow team members. Their thorough understanding of our operations and attention to detail would greatly benefit our department in a supervisory capacity.

Moreover, [Janitor's Name]'s positive attitude and problem-solving skills have not only improved morale among the staff but have also led to increased efficiency in our cleaning processes.

I believe that promoting [Janitor's Name] would enhance our team's performance and set a strong example for others. I would be happy to discuss this suggestion further and provide additional supporting details at your convenience.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Job Title]