

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide my highest recommendation for [Coworker's Name] as they seek a promotion to [Position Title] within our organization. Having worked alongside [Name] for [duration of time] at [Company Name], I have witnessed firsthand their exceptional skills, dedication, and professionalism.

[Coworker's Name] consistently demonstrates [specific skills or attributes, e.g., leadership, communication, problem-solving] which greatly contribute to our team's success. One example of this was when [provide a specific example of a project or task where the coworker excelled]. This not only showcases their capability to perform at a higher level but also their willingness to support colleagues and foster a collaborative environment.

I am confident that [Coworker's Name]'s promotion to [Position Title] will be a well-deserved step in their career, allowing them to utilize their talents to further benefit our team and organization. I wholeheartedly support their application and believe they will excel in this new role.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]