

Employee Recommendation for Promotion

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Employee's Name] for promotion to the position of [New Position Title] within the [Department Name]. Having worked closely with [him/her/them] for [duration], I have witnessed firsthand the dedication and professionalism [he/she/they] brings to the team.

[Employee's Name] has consistently demonstrated exceptional skills in [mention relevant skills or projects], and [his/her/their] contributions have significantly improved our departmental performance. [He/She/They] has taken on additional responsibilities and excelled in [specific achievements or tasks], showcasing [his/her/their] capability for leadership and innovation.

Beyond technical skills, [Employee's Name] exhibits strong communication and teamwork abilities. [He/She/They] is well-respected among peers and has a talent for mentoring others, which I believe will be invaluable in the [New Position Title].

I am confident that promoting [Employee's Name] will not only benefit [him/her/them] personally but will also enhance the effectiveness of our department as a whole. I wholeheartedly support [his/her/their] candidacy for this position.

Thank you for considering this recommendation. Please feel free to contact me at [Your Contact Information] if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Company]