

Recommendation for Job Title Enhancement

Date: [Insert Date]

To Whom It May Concern,

I am writing to enthusiastically recommend [Employee's Name] for a job title enhancement within our organization. I have had the pleasure of working with [Employee's Name] for [duration] in the capacity of [Your Job Title] at [Company Name].

[Employee's Name] has consistently demonstrated exceptional skills in [specific skills or responsibilities] and has taken on additional responsibilities beyond their current role. Their dedication to [specific projects or tasks] has significantly contributed to our team's success and has showcased their capability for greater challenges.

Moreover, [Employee's Name] possesses outstanding [soft skills, e.g., communication, leadership] which makes them a valuable asset to our team. Their ability to [describe relevant abilities that align with the new job title] makes them an excellent candidate for the enhanced position.

In conclusion, I strongly support [Employee's Name] for the requested job title enhancement and have no doubt they will excel in this new capacity. 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]
[Company Name]
[Contact Information]