

# Employee Recommendation for Upward Mobility

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Employee Name] for upward mobility within our organization. Having worked closely with [Employee Name] for [Duration] in the capacity of [Employee's Current Position], I have been consistently impressed with their work ethic, dedication, and contributions to our team.

[Employee Name] has consistently demonstrated exceptional skills in [specific skills or responsibilities], and has played a vital role in [specific projects or achievements]. Their ability to [describe qualities or achievements] makes them an ideal candidate for [specific position or opportunity].

I am confident that [Employee Name] will bring the same level of commitment and excellence to the new role as they have shown throughout their tenure with us. They possess not only the technical skills required but also the leadership qualities necessary to thrive in a more advanced position.

It is without hesitation that I recommend [Employee Name] for this opportunity. I am certain they will excel and continue to contribute positively to our organization.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]