

# Letter of Recommendation for Promotion

To Whom It May Concern,

I am writing to formally recommend **[Employee's Name]** for promotion to the position of **[New Position Name]**. I have had the pleasure of working with **[Employee's Name]** for **[duration]** in my role as **[Your Position]** at **[Company Name]**.

**[Employee's Name]** has consistently demonstrated exceptional skills and dedication in their current role as **[Current Position]**. Their ability to **[specific skills or accomplishments]** has significantly contributed to our team's success and improved overall performance.

Throughout their tenure, **[Employee's Name]** has shown remarkable leadership qualities, including **[specific examples of leadership]**. They are not only a team player but also inspire others to achieve their best. I am confident that they will excel in the new responsibilities and challenges that come with the promotion.

In conclusion, I highly recommend **[Employee's Name]** for the promotion to **[New Position Name]**. I believe they will continue to be a valuable asset to our organization.

Thank you for considering this recommendation.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**  
**[Contact Information]**