

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Employee's Name] for promotion to [Position]. Over the course of [his/her/their] time at [Company Name], [he/she/they] has consistently demonstrated exceptional performance and commitment to [his/her/their] role.

[Employee's Name] has shown remarkable skills in [specific skills or attributes], which have greatly contributed to [specific achievements or projects]. [He/She/They] possess a strong work ethic and a positive attitude that has inspired fellow colleagues and has had a noteworthy impact on our team dynamics.

Moreover, [his/her/their] ability to [describe relevant skills or any special contributions] sets [him/her/them] apart as a candidate who is not only worthy of this promotion but one who will exceed the expectations of the role.

I have no doubt that [Employee's Name] will continue to excel and make significant contributions in the [new position]. I strongly endorse [his/her/their] application for promotion and look forward to witnessing [his/her/their] continued success at [Company Name].

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

Sincerely,

[Your Name]

[Your Position]