

# Job Promotion Recommendation

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Promotion Recommendation for [Employee's Name]

Dear [Manager's Name],

I am writing to formally recommend [Employee's Name] for a promotion to the position of [New Position Title]. Over the past [time period], [Employee's Name] has consistently demonstrated exceptional performance and commitment to our team's goals.

## **Achievements:**

- Successfully led [specific project or task] which resulted in [specific outcome].
- Improved [specific process] leading to [specific benefit].
- Received positive feedback from [clients, team members, etc.] regarding [specific skills or contributions].

## **Skills and Qualifications:**

- Exemplary leadership and communication skills.
- Proven ability to [specific skill related to the new position].
- Consistently meets and exceeds performance metrics.

Based on these factors, I strongly believe that [Employee's Name] is not only ready for this promotion but will excel in the role of [New Position Title]. I am confident that this change will benefit our team and organization as a whole.

Thank you for considering this recommendation. Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Title]