

Reference Letter Template for Staff Promotion Consideration

[Your Name]
[Your Position/Title]
[Department/Unit]
[Organization Name]
[Date]

To Whom It May Concern,

I am pleased to write this letter in support of the promotion consideration for **[Employee's Name]**, currently serving as **[Current Position]** in the **[Department/Unit]** at **[Organization Name]**. I have had the privilege of working closely with **[Employee's Name]** for **[duration]**, during which time they have consistently demonstrated exceptional professionalism, dedication, and a strong commitment to organizational values.

[Employee's Name] has made significant contributions in their current role by **[describe specific achievements, projects, or responsibilities]**. Their ability to **[mention key skills or competencies]** has been a vital asset to our team. Notably, **[Employee's Name]** has demonstrated excellent **[mention qualities such as leadership, problem-solving, communication, etc.]**, which have positively impacted team performance and organizational outcomes.

In addition to their technical and professional expertise, **[Employee's Name]** has shown great initiative in **[describe instances of taking on additional responsibilities, mentoring, or implementing improvements]**. Their attention to detail, collaborative spirit, and willingness to go above and beyond have earned the respect of both peers and supervisors alike.

Based on their outstanding performance, proven capabilities, and unwavering commitment, I strongly recommend **[Employee's Name]** for promotion to **[Proposed Position]**. I am confident they will excel in this expanded role and continue to contribute significantly to the success of our organization.

Please feel free to contact me at **[Your Email Address]** or **[Your Phone Number]** should you require any further information or clarification.

Sincerely,
[Your Name]
[Your Position/Title]