

Sample Recommendation Letter for Employee Promotion

[Government Office Letterhead]

[Date]

To Whom It May Concern,

I am pleased to write this letter in enthusiastic support of the promotion of [Employee's Name] to the position of [Target Position] within [Department/Agency Name]. Having worked closely with [Employee's Name] for the past [X years/months] as their [Supervisor/Manager/Title], I have witnessed firsthand their dedication, work ethic, and unwavering commitment to public service.

Throughout their tenure as [Current Position], [Employee's Name] has consistently demonstrated exceptional abilities in managing complex responsibilities with the utmost integrity and professionalism. Their approach to tackling challenging assignments sets an example for peers, and their keen attention to detail ensures the highest standards are always met.

One notable example of [Employee's Name]'s exemplary performance is their leadership in [describe a significant project, initiative, or task], which resulted in [specific achievement or positive outcome]. Their strong communication skills allowed them to collaborate effectively with colleagues from various departments and to relay important information clearly and succinctly.

In addition to their professional achievements, [Employee's Name] actively mentors junior staff, fostering a positive and inclusive work environment. Their commitment to organizational goals and adaptability in face of new challenges have greatly contributed to the ongoing success of our department.

It is without reservation that I recommend [Employee's Name] for promotion. I am confident that their skills, leadership, and dedication will continue to bring significant benefit to [Department/Agency Name] in any higher capacity.

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

Sincerely,

[Your Name]

[Your Position]

[Department/Agency Name]