

Sample Recommendation Letter for Employee Promotion

Date: [Insert Date]

To Whom It May Concern,

I am writing to strongly recommend **[Employee Name]** for promotion to the position of **[New Position Title]** within our organization. In the time that I have worked with [Employee Name] as their [Your Position/Relationship], I have been thoroughly impressed by their exceptional leadership qualities, unwavering dedication, and remarkable contributions to our team and company.

[Employee Name] is a natural leader whose ability to inspire and motivate those around them is truly remarkable. One notable example of their leadership was during [specific project or initiative], where [he/she/they] successfully coordinated a diverse team of professionals, establishing clear objectives and fostering an environment built on trust and collaboration. As a result, the project was completed ahead of schedule and exceeded all performance metrics.

In addition to strong people skills, [Employee Name] demonstrates outstanding strategic thinking and decision-making capabilities. Their proactive approach to problem solving and their readiness to take initiative have been instrumental in driving several key organizational successes. For instance, [provide a second specific example, such as resolving a challenging client issue, implementing a new process, or leading a successful change initiative].

Beyond their professional skills, [Employee Name] is genuinely committed to our company's values and culture. They consistently go above and beyond, mentoring junior team members, promoting open communication, and contributing to a positive and inclusive workplace environment. Their integrity, reliability, and strong work ethic set a high standard for others to follow.

Based on [Employee Name]'s outstanding leadership, proven track record, and unwavering commitment to excellence, I have no doubt that [he/she/they] will excel in the expanded responsibilities that come with the [New Position Title]. I offer my highest endorsement and full support for their promotion.

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

Sincerely,

[Your Name]

[Your Position]

[Department/Organization]