

Sample Recommendation Letter for Employee Promotion to Senior Position

[Your Name]
[Your Title/Position]
[Department]
[Company Name]
[Date]

[Recipient's Name]
[Recipient's Title]
[Department/Committee Name]
[Company Name]

Dear [Recipient's Name],

I am delighted to write this letter in strong support of **[Employee's Name]** for promotion to the position of **[Senior Position Title]** within our organization. Having worked closely with [Employee's Name] for [X years/months] as [his/her/their] supervisor, I have had ample opportunity to observe and appreciate [his/her/their] exceptional performance, dedication, and leadership qualities.

Throughout [his/her/their] tenure as [Current Position], [Employee's Name] has consistently demonstrated unwavering professionalism, a strong work ethic, and a results-driven approach. [He/She/They] played a pivotal role in [highlight key achievements, projects, or initiatives], which contributed significantly to the success of our team and the wider organization.

In addition to [his/her/their] technical expertise, [Employee's Name] excels in mentoring colleagues, fostering collaboration, and effectively managing complex tasks under tight deadlines. [He/She/They] possesses excellent communication skills and routinely shows initiative in identifying opportunities for process improvements.

[Employee's Name] has my highest recommendation for promotion to **[Senior Position Title]**. I am confident that [he/she/they] will continue to excel and provide outstanding leadership in a more senior role. Please feel free to contact me should you require any further information.

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