

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]