

# Reference Letter for Internal Promotion

[Date]

[Your Name]  
[Your Position]  
[Department]  
[Company Name]  
[Company Address]

To Whom It May Concern,

I am writing to offer my enthusiastic support for the promotion of [Colleague's Name] to the position of [New Position Title] at [Company Name]. As a colleague who has worked closely with [Colleague's Name] for [duration], I have had the privilege of witnessing their outstanding professionalism, dedication, and leadership within our team.

Throughout their tenure in the [current department], [Colleague's Name] has consistently demonstrated exceptional competence and a strong work ethic. They have successfully managed multiple high-priority projects, often exceeding expectations and delivering quality results. [He/She/They] possess exceptional problem-solving abilities, attention to detail, and adaptability in challenging situations.

Beyond individual achievements, [Colleague's Name] is a natural leader who inspires others through collaboration and open communication. [He/She/They] proactively share knowledge, mentor newer team members, and foster a positive work environment. Their capacity to motivate and support colleagues has contributed significantly to the department's success.

[Colleague's Name]'s commitment to [Company Name]'s values and objectives is evident in every project they undertake. [He/She/They] embrace professional development opportunities and are always eager to contribute innovative ideas that improve our workflow and outcomes.

Given [Colleague's Name]'s exemplary track record, proven leadership, and thorough understanding of our organization, I am confident [he/she/they] will thrive in the [New Position Title] role. I strongly endorse this promotion and believe [Colleague's Name] will continue to be a tremendous asset to our company.

Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Department]