

Strong Recommendation Letter for Employee Promotion Example

[Date]

[Manager's Name]

[Manager's Title]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to offer my strongest recommendation in support of **[Employee Name]** for promotion to the position of **[New Position]**. Over the past [number of years] years as [Current Position], [Employee Name] has consistently demonstrated exceptional professionalism, leadership ability, and a deep commitment to our company's mission and values.

[Employee Name] routinely exceeds performance expectations, delivering results that drive our team and department forward. For example, during the recent [specific project or initiative], [he/she/they] displayed exemplary project management skills, effectively leading a team of [team size] to complete the project ahead of schedule and under budget. This achievement resulted in a [quantifiable result, e.g., 20% increase in client satisfaction or \$50,000 cost savings] for the company.

Beyond technical excellence, [Employee Name] is a natural leader who inspires and motivates colleagues. [He/She/They] has mentored several new hires, fostering an inclusive environment that encourages learning and collaboration. Feedback from team members consistently highlights [his/her/their] approachability, clear communication, and unwavering support.

[Employee Name] has also shown exceptional ability to handle increased responsibility, independently overseeing [specific duties or projects] and making critical decisions that align with our organizational goals. [His/Her/Their] dedication, strategic thinking, and unwavering integrity make [him/her/them] the ideal candidate for advancement.

I am confident that [Employee Name] will excel in the role of [New Position] and make significant contributions to our ongoing success. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Position Title]

[Company Name]

[Contact Information]