

# Promotion Recommendation Letter Example

Date: June 10, 2024

To: Promotion Review Committee  
ABC Corporation  
123 Business Avenue  
City, State ZIP

Dear Promotion Review Committee,

I am writing to highly recommend **Ms. Jennifer Carter** for promotion to the position of **Senior Project Manager** within the Operations Division of ABC Corporation. During her eight years of dedicated service, Jennifer has consistently demonstrated exceptional skills, leadership, and motivation, and her career achievements have meaningfully contributed to the organization's ongoing success.

Throughout her tenure, Jennifer has shown outstanding competence in leading cross-functional teams and delivering intricate projects ahead of schedule and under budget. Most notably, she spearheaded the *Digital Integration Project* in 2022—a multi-departmental effort to migrate our internal processes to a unified digital platform. Thanks to her visionary planning and meticulous execution, the company realized a 25% increase in operational efficiency and reduced annual administrative costs by \$350,000.

Jennifer is renowned among her peers for her ability to mentor and inspire team members. She initiated our Professional Development Workshops, which saw a 40% improvement in employee satisfaction scores as measured in last year's internal survey. Her collaborative approach has fostered a culture of open communication and innovation, leading to improved overall team performance.

Her achievements extend beyond her core responsibilities. Jennifer played a pivotal role during the 2023 onboarding of our international subsidiary, seamlessly aligning processes and ensuring regulatory compliance without any interruption to our global operations. Her strategic foresight, problem-solving acumen, and unwavering dedication to excellence exemplify the very qualities we seek in our senior leadership.

For these reasons, I strongly endorse Jennifer Carter for promotion to Senior Project Manager. I am confident that her continued leadership will drive further successes for ABC Corporation. Please feel free to contact me if you have any questions regarding her remarkable contributions and qualifications.

Sincerely,  
Michael Thompson  
Director of Operations  
ABC Corporation  
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(555) 123-4567