

Formal Letter with Recommendation Sample for Employee Promotion

This document provides a **formal letter with recommendation sample for employee promotion**, illustrating how to effectively endorse an employee's qualifications, achievements, and suitability for a higher position within an organization. It serves as a professional template to help managers or supervisors clearly communicate the employee's strengths, work ethic, and contributions, thereby supporting the promotion decision process with a well-structured and persuasive recommendation.

[Your Name]

[Your Job Title]

[Department/Organization Name]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Job Title]

[Department/Organization Name]

Dear [Recipient Name],

I am writing to formally recommend **[Employee Name]** for the position of **[New Position Title]** within [Department/Organization Name]. Over the course of [his/her/their] tenure with our organization, [Employee Name] has consistently demonstrated exceptional performance, professionalism, and dedication that make [him/her/them] an ideal candidate for promotion.

Since joining [Organization Name] in [Year], [Employee Name] has **exceeded expectations** in [his/her/their] current role as [Current Position Title]. [He/She/They] has shown outstanding initiative in [mention major projects or responsibilities], contributing to [describe positive impact, e.g., increased productivity, improved quality, or cost savings]. In addition, [Employee Name]'s strong problem-solving abilities, coupled with [his/her/their] collaborative approach, have earned [him/her/them] the respect of colleagues and management alike.

One notable achievement was [describe a significant accomplishment or project led by the employee], which resulted in [specific outcome or benefit]. Furthermore, [Employee Name] consistently demonstrates leadership by mentoring team members, championing innovative solutions, and upholding organizational values.

Based on [his/her/their] proven track record, I am confident that [Employee Name] possesses the skills, knowledge, and leadership qualities required to excel in the role of [New Position Title]. I strongly support [his/her/their] promotion and am certain that [he/she/they] will continue to make valuable contributions at a higher level.

Please feel free to contact me if you require any additional information or insights regarding [Employee Name]'s performance and potential.

Sincerely,

[Your Name]

[Your Job Title]

[Department/Organization Name]