

[Your Name]
[Your Title/Position]
[Department/Organization]
[Email Address]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Department/Organization]

Subject: Recommendation for Promotion â€“ [Employee Name]

Dear [Recipient Name],

I am writing to strongly recommend **[Employee Name]** for promotion to **[Proposed Position]** in recognition of their exceptional accomplishments and invaluable contributions to **[Department/Organization]**.

Since joining our team, **[Employee Name]** has consistently exceeded expectations, demonstrating outstanding professionalism, dedication, and initiative. Among their notable achievements are:

- Leading the successful completion of [specific project or initiative], resulting in [quantifiable results or improvements].
- Consistently delivering high-quality work under tight deadlines while maintaining attention to detail and accuracy.
- Exhibiting exemplary leadership skills by mentoring junior team members and fostering a collaborative and supportive work environment.
- Initiating innovative solutions that have streamlined processes and increased departmental efficiency.

[Employee Name]'s excellent communication skills, sound judgment, and proactive approach have had a significant positive impact on both team performance and organizational outcomes. Their commitment to professional growth and their capacity to take on new responsibilities make them an ideal candidate for this promotion.

I am confident that **[Employee Name]** will continue to excel in a role with increased scope and responsibility, and I fully support their promotion to **[Proposed Position]**. Please feel free to contact me if you require any additional information regarding their achievements and qualifications.

Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Title/Position]