

HR Manager Recommendation Letter Template for Employee Promotion

Date: [Insert Date]

To: [Recipient Name/Title]

Department: [Recipient Department]

Company Name: [Company Name]

Dear [Recipient Name],

I am writing to formally recommend **[Employee Name]** for promotion to the position of **[New Position]** within **[Department/Team]**. As the HR Manager, I have had the opportunity to work closely with [Employee Name] over the past [duration] and have been consistently impressed by their professionalism, dedication, and outstanding contributions to our organization.

[Employee Name] has demonstrated exceptional skills in [mention relevant skills or areas, e.g., leadership, project management, communication]. Notably, they have successfully [highlight one or two key achievements or projects], which resulted in [describe positive outcomes, e.g., increased efficiency, higher client satisfaction, improved team performance]. Their ability to [specific trait or competency] sets them apart as a valuable asset to both their team and the wider company.

Furthermore, [Employee Name] consistently displays a strong work ethic, a willingness to take initiative, and an eagerness to support their colleagues. Their efforts have not gone unnoticed, and their positive attitude has been instrumental in fostering a collaborative and productive work environment.

Based on their proven track record, commitment to excellence, and potential for future growth, I strongly support [Employee Name]'s promotion to [New Position]. I am confident that they will thrive in this new role and continue to make significant contributions to our organization.

Please feel free to contact me if you require any further information regarding this recommendation.

Sincerely,

[Your Name]

HR Manager

[Company Name]

[Contact Information]