

Sample Recommendation Letter for Employee Promotion

[Date]

[Recipient's Name]

[Recipient's Title]

[Department]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I am writing with great enthusiasm to recommend **[Employee's Name]** for promotion to the position of **[Position Title]** in the [Department] at [Institution Name]. Having had the privilege of working closely with [Employee's Name] for [number of years] years, I have witnessed first-hand their unwavering commitment to educational excellence and their outstanding contributions to our academic community.

[Employee's Name] consistently demonstrates exceptional leadership abilities and a deep dedication to fostering academic growth among both students and colleagues. As a [current position], [he/she/they] has initiated and successfully led several key projects, such as [specific project or initiative], which have significantly enhanced our department's performance and reputation.

Furthermore, [Employee's Name] is highly respected for [his/her/their] professionalism, collaborative spirit, and commitment to ongoing professional development. [He/She/They] regularly participate(s) in faculty workshops and seminars, and often volunteer(s) to mentor new staff, helping them assimilate into our institution's culture of excellence.

Of particular note, [Employee's Name]'s impact on student success has been remarkable. Under [his/her/their] guidance, student engagement has improved notably, and academic achievements have reached new heights. Many students and fellow faculty members have spoken highly of [his/her/their] supportive nature, innovative teaching methods, and approachability.

In summary, I wholeheartedly support [Employee's Name]'s candidacy for promotion to [Position Title]. [He/She/They] exemplify the values and mission of [Institution Name] and will undoubtedly continue to contribute meaningfully in this new capacity. Please feel free to contact me if you require further insight regarding [Employee's Name]'s qualifications and achievements.

Sincerely,

[Your Name]

[Your Position]

[Department]

[Institution Name]

[Email Address]

[Phone Number]