

Sample Recommendation Letter for Employee Promotion in a Multinational Company

[Date]

[Recipient Name]
[Recipient Title/Position]
[Department/Division]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to strongly recommend **[Employee Name]** for promotion to the position of **[New Position]** within **[Company Name]**. Having had the privilege to work with **[Employee Name]** for the past **[X]** years in the capacity of **[Current Manager/Supervisor/Position]**, I have witnessed first-hand **[his/her/their]** exceptional performance, unwavering dedication, and outstanding leadership qualities.

Throughout **[his/her/their]** tenure with our multinational organization, **[Employee Name]** has consistently demonstrated a remarkable ability to adapt seamlessly to diverse cultural environments, collaborating effectively with colleagues and clients across various countries and time zones. **[He/She/They]** has shown great respect and sensitivity to cultural differences, turning challenges into opportunities for growth and innovation.

[Employee Name] is highly regarded among peers for **[his/her/their]** exceptional communication skills and positive approach to teamwork. **[He/She/They]** regularly leads cross-functional teams on complex projects that span multiple regions, ensuring that all deliverables exceed expectations in both quality and timeliness. **[His/Her/Their]** solution-driven mindset and proactive attitude have contributed significantly to the successful completion of key initiatives, resulting in **[specific achievement or measurable result]**.

In addition to **[his/her/their]** technical expertise, **[Employee Name]** consistently exceeds performance expectations and takes initiative beyond the scope of **[his/her/their]** current position. **[He/She/They]** demonstrate(s) invaluable leadership potential by mentoring junior colleagues, championing diversity and inclusion, and driving process improvements that have a lasting impact on our organization's success worldwide.

I am confident that promoting **[Employee Name]** to **[New Position]** will further strengthen our team and contribute to our ongoing global success. **[His/Her/Their]** strategic vision, adaptability, and exemplary commitment make **[him/her/them]** an ideal candidate for this next phase of **[his/her/their]** career within **[Company Name]**.

Thank you for considering this recommendation. Please feel free to contact me at **[Your Phone Number]** or **[Your Email]** should you require any additional information.

Sincerely,
[Your Name]
[Your Position/Title]
[Department/Division]
[Company Name]