

# 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]