

Sample Recommendation Letter for Employee Promotion to Manager

Date: [Insert Date]

To Whom It May Concern,

I am writing to strongly recommend **[Employee Name]** for promotion to the position of Manager. Having worked closely with [him/her/them] for the past [X] years as [his/her/their] [current supervisor/manager], I have had the opportunity to witness firsthand [his/her/their] exceptional dedication, leadership abilities, and commitment to excellence.

Throughout [his/her/their] tenure at [Company Name], [Employee Name] has consistently demonstrated an outstanding capacity to lead teams, manage complex projects, and deliver results that align with our organization's goals. [He/She/They] possesses a unique combination of strong analytical skills and emotional intelligence, which enables [him/her/them] to solve problems efficiently while maintaining a positive and productive work environment.

[Employee Name] is highly respected by both peers and subordinates for [his/her/their] professionalism, clear communication, and ability to inspire those around [him/her/them]. Notably, [he/she/they] successfully led [describe a specific project or achievement], which resulted in [quantifiable outcome, e.g., increased revenue, improved team performance, higher customer satisfaction].

[His/Her/Their] growth mindset and willingness to take initiative set an example for others and contribute greatly to the success of our department and the overall organization. I am confident that in the role of Manager, [Employee Name] will continue to exceed expectations and make significant contributions to [Company Name].

Please feel free to contact me at [your contact information] if you require any additional information or would like to discuss [Employee Name]'s qualifications further.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]