

# Staff Promotion Recommendation Letter Template

[Your Name]  
[Your Position]  
[Department/Organization]  
[Date]

To Whom It May Concern,

I am pleased to write this letter of recommendation for [Employee's Name] in support of their promotion to the position of [New Position]. Having worked with [Employee's Name] for [duration] as their [Your Role], I have consistently been impressed by their professionalism, work ethic, and exceptional contributions to our team.

[Employee's Name] has demonstrated exemplary leadership abilities, particularly when [describe a specific leadership initiative or project]. Their ability to [describe key skill or competency] has significantly improved our department's performance. For example, [provide a specific, measurable achievement, e.g., "under their guidance, the team increased productivity by 20% in the last quarter"].

Beyond strong technical expertise, [Employee's Name] fosters a positive and collaborative team environment. Their willingness to mentor colleagues and address challenges proactively has driven team morale and cohesion. [Employee's Name] consistently exceeds expectations in [list one or two relevant competencies for the new role], demonstrating they are well-equipped to take on increased responsibility and make impactful decisions.

I am confident that [Employee's Name] will excel in the [New Position] and continue to deliver outstanding results for our organization. I highly recommend them for this promotion without any reservation.

If you require further information regarding [Employee's Name]'s qualifications and achievements, please do not hesitate to contact me.

Sincerely,  
[Your Name]  
[Your Position]  
[Contact Information]