

# 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]