

# HR Recommendation Letter for Employee Promotion Sample

**Date:** [Insert Date]

**To:** [Recipient Name or Promotion Committee]

**From:** [Your Name], [Your Position]

**Subject:** Recommendation for Promotion of [Employee Name]

Dear [Recipient Name/Promotion Committee],

I am pleased to write this letter recommending [Employee Name] for promotion to the role of [New Position]. As a member of the Human Resources department, I have had the pleasure of working closely with [Employee Name] for the past [X] years in their current position as [Current Position].

Throughout their tenure, [Employee Name] has consistently demonstrated exceptional performance, professionalism, and a strong work ethic. They have shown exemplary skills in [specific skills or domains] and have made significant contributions to the organization, including [mention specific achievements or projects].

[Employee Name] possesses outstanding leadership abilities, often mentoring new team members and taking initiative to solve complex problems. Their positive attitude, dedication, and collaborative spirit have made a noticeable impact on our workplace culture and overall team success.

Given their proven track record, deep understanding of the company's goals, and their potential for continued growth, I am confident that [Employee Name] will excel in the role of [New Position]. I strongly recommend them for this promotion and believe they will bring great value to the organization in this new capacity.

Should you require any additional information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]