

Recommendation Letter for Internal Promotion

A **recommendation letter for internal promotion** is a formal document written by a supervisor or colleague to endorse an employee's suitability for a higher position within the same organization. This letter highlights the candidate's skills, accomplishments, work ethic, and contributions, providing compelling reasons why they deserve the promotion. For example, a sample letter might state, "I am pleased to recommend Jane Doe for the role of Senior Project Manager. Her leadership, dedication, and consistent delivery of high-quality results make her an excellent fit for this promotion." Such letters play a crucial role in guiding decision-makers during the internal promotion process.

Sample Recommendation Letter for Internal Promotion

[Your Name]
[Your Job Title]
[Department]
[Company Name]
[Date]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Employee's Name] for the position of [New Position Title] within our organization. In my capacity as [Your Position], I have had the pleasure of working closely with [Employee's Name] for the past [period] in the [current department] department.

During this time, [Employee's Name] has demonstrated exceptional professionalism, strong work ethic, and a commitment to excellence. He/she/they consistently exceeds expectations by [specific accomplishments, e.g., leading successful projects, mentoring team members, improving processes]. In addition, his/her/their positive attitude and initiative have made a significant impact on our team dynamics and company culture.

[Employee's Name] has shown remarkable skills in [mention relevant skills for the new position], which are crucial for the role of [New Position Title]. He/she/they displays strong leadership qualities, sound judgment, and an ability to handle challenging situations effectively.

I am confident that [Employee's Name] will excel in this new role and contribute positively to our company's continued success. Please feel free to contact me at [Your Contact Information] if you require any further information.

Sincerely,
[Your Name]
[Your Job Title]