

Reference Letter for Coworker Promotion Sample

This **reference letter for coworker promotion sample** provides a professional and effective template to endorse a colleague's eligibility for advancement within the organization. It highlights the coworker's key skills, work ethic, achievements, and contributions, making a compelling case for their promotion. This sample serves as a valuable guide to help supervisors and colleagues craft a well-structured recommendation that supports career growth and recognizes outstanding performance.

Sample Reference Letter

[Your Name]
[Your Position]
[Department]
[Company Name]
[Date]

To Whom It May Concern,

I am writing to wholeheartedly recommend **[Coworker's Name]** for the position of **[Position Title]**. I have had the privilege of working alongside [Coworker's Name] for [duration] in the [department/team], where they have consistently demonstrated exceptional professionalism, dedication, and leadership.

[Coworker's Name] possesses outstanding skills in [mention relevant skills – e.g., project management, communication, problem solving], which have been instrumental in the success of our team. One of their most notable achievements was [describe a specific accomplishment or project], which not only showcased their expertise but also contributed significantly to our department's goals.

Furthermore, [Coworker's Name]'s positive attitude, strong work ethic, and willingness to support team members have made them a valued contributor to our organization. Their commitment to continuous improvement and innovation sets an example for others and aligns perfectly with the values of our company.

I am confident that [Coworker's Name] will excel in the role of [Position Title] and will continue to make valuable contributions in their new capacity. Please feel free to contact me if you require any further information.

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