

Letter of Recommendation for Employee Promotion

A **letter of recommendation for employee promotion** is a formal document written by a manager or supervisor to endorse an employee's qualifications, skills, and achievements, supporting their advancement to a higher position within the organization. Such letters typically highlight the employee's work ethic, leadership qualities, contributions, and readiness for increased responsibilities.

Template

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[Date]

To Whom It May Concern,

I am writing to wholeheartedly recommend **[Employee Name]** for the position of **[New Position Title]**. Over the past **[time period]**, I have had the pleasure of supervising [Employee Name] and have observed firsthand their dedication, professionalism, and growth within our organization.

During their tenure as **[Current Role]**, [Employee Name] consistently demonstrated exceptional **[key skills or traits, e.g., leadership, communication, problem-solving]**. Notably, [he/she/they] **[describe a significant achievement, project, or responsibility]**, which resulted in **[describe the outcome or impact]**. [Employee Name] is highly respected by colleagues and known for their willingness to support and mentor others.

I am confident that [Employee Name]'s proven track record and commitment make [him/her/them] an ideal candidate for promotion to **[New Position Title]**. I believe [he/she/they] will continue to bring value to our team and play a vital role in the continued success of our organization.

Please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]** if you require further information.

Sincerely,
[Your Name]
[Your Position]

Sample Excerpt

"I am pleased to recommend Jane Doe for promotion to Senior Marketing Manager, as she consistently demonstrates exceptional strategic vision, team leadership, and outstanding results that have significantly contributed to our department's success."