

# Employee Promotion Recommendation Letter Template

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]

Subject: Recommendation for Employee Promotion â€“ [Employee Name]

Dear [Recipient's Name],

I am writing to formally recommend [Employee Name] for promotion to the position of [Proposed Position] within [Company/Organization Name]. After conducting a thorough evaluation of [his/her/their] performance, achievements, and growth potential, I am confident that [he/she/they] is highly deserving of this advancement.

During [his/her/their] tenure as [Current Position], [Employee Name] has consistently demonstrated outstanding performance in the following areas:

- **Individual Achievements:** [Briefly summarize key accomplishments]
- **Skills Development:** [Highlight any new or advanced skills acquired]
- **Leadership & Initiative:** [Provide examples of leadership, problem-solving, or innovation]
- **Professional Growth:** [Describe how the employee has grown and contributed to team/company goals]

Our recommendation is based on comprehensive data analysis and a fair, merit-based evaluation process. [Employee Name] not only meets but often exceeds expectations in all areas of [his/her/their] role, and [he/she/they] continually aligns [his/her/their] efforts with the organization's objectives. [His/Her/Their] positive attitude, commitment to excellence, and willingness to support colleagues make [him/her/them] an invaluable asset to the team.

In light of [his/her/their] proven track record and continued potential, I strongly believe that promoting [Employee Name] will further motivate our workforce and contribute significantly to the ongoing success of [Company/Organization Name].

Thank you for considering this recommendation. Please feel free to contact me for any additional information or clarification regarding [Employee Name]'s exemplary performance.

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