

Reference Letter for Employee Promotion Based on Work Performance

[Date]

[Recipient Name]
[Recipient Title/Position]
[Department Name]
[Company Name]

Dear [Recipient Name],

I am writing to formally recommend **[Employee Name]** for promotion to the position of **[New Position]** within our organization. As **[Employee Name]**'s direct supervisor for the past [length of time], I have had the opportunity to closely observe their performance, work ethic, and professional growth on a daily basis.

During their time as **[Current Position]**, **[Employee Name]** has consistently demonstrated outstanding performance and dedication. Some of their key contributions include:

- Successfully [describe a major responsibility or project], which resulted in [quantifiable outcome or impact].
- Exhibiting excellent leadership qualities by [give example, such as mentoring team members or leading initiatives].
- Consistently exceeding performance targets and displaying a proactive approach to problem-solving.
- Building strong professional relationships with colleagues, stakeholders, and clients, fostering a collaborative and productive work environment.

[Employee Name]'s high level of expertise, positive attitude, and unwavering commitment to excellence make them an ideal candidate for promotion. I am confident that they will bring the same level of passion, innovation, and results-driven performance to the role of **[New Position]**, while also inspiring others to reach new heights.

I strongly endorse **[Employee Name]** for this promotion and believe they are fully prepared to take on increased responsibility and contribute even more significantly to our organization's ongoing success.

Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Sincerely,
[Your Name]
[Your Position]
[Department Name]
[Company Name]