

Personal Reference Letter Example for Promotion Consideration

Dear [Promotion Committee/Manager's Name],

I am pleased to write this letter in enthusiastic support of **[Employee's Name]** for the position of **[Target Position]**. Having worked closely with [him/her/them] for [number] years at [Company/Organization Name], I can confidently attest to [his/her/their] outstanding professional qualities and suitability for this well-deserved promotion.

Throughout our time together, [Employee's Name] has consistently demonstrated exceptional skills in [highlight relevant skills or areas]. Notably, [he/she/they] led [describe a successful project, initiative, or achievement], which resulted in [positive outcome or impact]. This accomplishment exemplifies [his/her/their] ability to take initiative, solve complex problems, and deliver significant value to our team.

Beyond [his/her/their] impressive technical abilities, [Employee's Name] is known for [his/her/their] integrity, professionalism, and dedication. [He/She/They] regularly goes above and beyond expectations, supporting colleagues and mentoring new team members, fostering a collaborative and motivating work environment.

I am confident that [Employee's Name] possesses both the expertise and leadership qualities necessary for the role of [Target Position]. [His/Her/Their] strong work ethic, commitment to continuous learning, and positive attitude make [him/her/them] an asset to our organization and an excellent candidate for promotion.

Please do not hesitate to contact me if you require any additional information. Thank you for considering my sincere recommendation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]