

Reference Letter for Internal Promotion Template

This **reference letter for internal promotion template** serves as a professional guide to endorse an employee's qualifications, skills, and achievements within the organization. It highlights the candidate's proven track record, reliability, and suitability for the new role, facilitating a streamlined and effective internal promotion process by providing clear, concise, and compelling support from supervisors or colleagues.

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this reference letter in support of **[Employee Name]**'s application for the position of **[New Position]** within **[Department/Team]** at **[Company Name]**. As **[Your Position]**, I have had the privilege of working closely with [Employee Name] for the past **[duration]**, and I have consistently been impressed by their dedication, professionalism, and outstanding contributions to our team.

Throughout their tenure with us, [Employee Name] has demonstrated exceptional abilities in **[mention key skills relevant to the new role]**. Their initiative, strong work ethic, and adaptability have made them an indispensable member of our team. Notably, [he/she/they] successfully **[highlight a major achievement or responsibility]**, showcasing both leadership and technical expertise.

[Employee Name] is respected by colleagues and management alike for [his/her/their] collaborative approach, positive attitude, and consistent reliability. [He/She/They] possess the skills and insight necessary to thrive in the role of [New Position], and I am confident [he/she/they] will continue to exceed expectations and contribute to the ongoing success of our organization.

I enthusiastically recommend [Employee Name] for this promotion. Please feel free to contact me at **[Your Contact Information]** should you require further information.

Sincerely,

[Your Name]

[Your Position]

[Department/Team]

[Company Name]