

# Formal Reference Letter for Employee Promotion

[Your Name]  
[Your Position]  
[Department/Team]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Company Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for promotion to the position of [Target Position] within [Company Name]. As [Employee Name]'s [supervisor/manager] for the past [duration], I have had the privilege of working closely with them and observing their consistently outstanding performance and commitment to excellence.

[Employee Name] has consistently demonstrated exceptional skills in [mention relevant skills or areas, e.g., leadership, project management, problem-solving]. During their tenure in the role of [current position], they have successfully [describe specific achievements, projects, or contributions], which have significantly contributed to our team's and company's success.

In addition to their technical expertise, [Employee Name] stands out for their ability to work collaboratively, inspire colleagues, and take initiative in challenging situations. [He/She/They] is highly respected by peers for [his/her/their] professionalism, integrity, and ability to foster a positive and productive work environment.

Given [Employee Name]'s remarkable performance and dedication, I am confident that [he/she/they] possesses the necessary skills, knowledge, and leadership qualities required for the [Target Position]. I am certain that [Employee Name] will rise to the occasion and fulfill all responsibilities with distinction.

Please feel free to contact me at [your email address] or [phone number] if you require any additional information or wish to discuss [Employee Name]'s qualifications in further detail.

Sincerely,  
[Your Name]  
[Your Position]