

## Reference Letter Sample for Employee Promotion After Positive Appraisal

[Date]

[Recipient Name]

[Recipient Title/Position]

[Department/Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally recommend **[Employee Name]** for promotion to the position of **[New Position]** following their exceptional performance and positive appraisal in their current role as **[Current Position]** at **[Company Name]**.

Throughout their tenure with us, and particularly in the last appraisal period, [Employee Name] has consistently demonstrated exemplary professionalism, dedication, and a strong commitment to our organizational goals. Their contributions have directly impacted the team's success, most notably by **[describe key achievement or project]**. Their ability to [mention specific skill or quality, e.g., "lead cross-functional teams," "streamline processes," "drive innovation"] has set a high standard for colleagues.

[Employee Name] is admired for their exceptional problem-solving abilities, positive attitude, and willingness to take on additional responsibilities. They have shown great aptitude for [specific skills relevant to the new role, e.g., project management, client relations, training junior staff], and have participated in ongoing professional development to prepare for greater challenges.

Based on their outstanding appraisal and proven track record of results, I have full confidence in [Employee Name]'s ability to excel in the role of [New Position]. I am certain they will continue to be a valuable asset and play a pivotal role in our company's continued success.

Please feel free to contact me if you need any further information or clarification regarding this recommendation.

Sincerely,

[Your Name]

[Your Position]

[Department/Company Name]

[Your Contact Information]