

Sample Recommendation Letter for Internal Promotion

[Your Name]

[Your Position]

[Department]

[Company Name]

[Date]

To Whom It May Concern,

I am writing to highly recommend **[Candidate's Name]** for the position of **[Target Position]**. During the time that I have worked with **[Candidate's Name]** in the **[Current Department/Team]** at **[Company Name]**, I have consistently been impressed with their professionalism, dedication, and exceptional performance.

[Candidate's Name] has demonstrated outstanding **[mention relevant skills, e.g., leadership, analytical abilities, communication skills]** and has taken initiative on several key projects, including **[specific project or responsibility]**. Their attention to detail and commitment to exceeding expectations have had a significant positive impact on our team's results.

In addition to technical expertise, **[Candidate's Name]** is a valued team player who fosters a collaborative work environment. Their ability to mentor colleagues and effectively manage responsibilities positions them exceptionally well for broader leadership roles within our organization.

Based on their proven track record, commitment to **[Company Name]**'s core values, and the respect they command among peers, I am confident that **[Candidate's Name]** will thrive in the **[Target Position]** and continue to make invaluable contributions. I strongly endorse their candidacy for this promotion.

Please feel free to contact me at *[Your Email]* or *[Your Phone Number]* if you need further information.

Sincerely,

[Your Name]

[Your Position]