

# Sample Recommendation Letter for Promotion

[Date]

[Manager's Name]  
[Manager's Position]  
[Company Name]  
[Company Address]

Dear [Manager's Name],

I am pleased to write this letter of recommendation to formally endorse the promotion of **[Employee's Name]** following the successful completion of their probation period in the capacity of **[Current Position]** within our department.

Since joining our team on **[Start Date]**, **[Employee's Name]** has consistently demonstrated a high level of professionalism, reliability, and strong work ethic. During the probationary period, they not only met but often exceeded the expectations and key performance indicators set for their role. Their adaptability, attention to detail, and commitment to quality have had a clearly positive impact on the team's productivity and morale.

**[Employee's Name]** has shown remarkable initiative in taking on additional responsibilities and has displayed excellent problem-solving abilities. Their willingness to collaborate with colleagues, coupled with strong communication skills, has contributed greatly to achieving our project goals ahead of deadlines. Moreover, their aptitude for learning quickly and applying feedback has enabled them to deliver consistently high results.

In light of their exceptional performance, I strongly recommend **[Employee's Name]** for promotion to **[Proposed New Position]**. I am confident that, with their proven track record and dedication, they will continue to provide invaluable contributions to our organization in this new capacity.

Please let me know if you require any further information.

Sincerely,  
[Your Name]  
[Your Position]  
[Department Name]  
[Contact Information]