

Sample Reference Letter for Internal Employee Promotion

This document provides a **sample reference letter for internal employee promotion**, designed to support the advancement of a current staff member within an organization. The letter highlights the employee's key strengths, accomplishments, work ethic, and contributions to the company, emphasizing their readiness for the new role. It serves as a formal recommendation from supervisors or colleagues, aiming to enhance the employee's chances of promotion by clearly articulating their qualifications and suitability for increased responsibilities.

Reference Letter Template

[Your Name]
[Your Position]
[Department]
[Company Name]
[Date]

To Whom It May Concern,

I am writing to highly recommend **[Employee's Name]** for promotion to the position of **[New Position]** within **[Department/Company Name]**. Having worked closely with **[Employee's Name]** for **[duration of time]** as their **[relationship to employee, e.g., supervisor, manager, colleague]**, I have observed firsthand their dedication, professionalism, and significant contributions to our organization.

[Employee's Name] consistently demonstrates a strong work ethic and an ability to handle multiple tasks with efficiency and attention to detail. Among their key achievements are **[describe specific accomplishments]**, which have had a positive impact on our team's performance and contributed to achieving our department's goals.

In addition to their technical capabilities, **[Employee's Name]** is highly regarded for their leadership skills, adaptability, and collaborative approach. They foster a positive work environment, mentor colleagues, and actively seek ways to improve processes and drive results. Their commitment to continuous learning and professional growth is evident in their proactive engagement with new initiatives and responsibilities.

I am confident that **[Employee's Name]** possesses the qualifications and motivation necessary to excel in the role of **[New Position]**. Their track record, integrity, and dedication make them an outstanding candidate for this promotion.

Please feel free to contact me at **[Your Email]** or **[Your Phone Number]** if you require any additional information.

Sincerely,
[Your Name]
[Your Position]