

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to enthusiastically recommend [Employee Name] for promotion to [New Position] within our team. As [Employee's current position] at [Your Company] for [duration], [he/she/they] has consistently demonstrated exceptional skills and dedication.

[Employee Name] has successfully [mention specific achievements or projects], showcasing [his/her/their] ability to [mention relevant skills]. [He/She/They] is also known for [personal qualities, such as leadership, teamwork, etc.].

I am confident that [Employee Name] will excel in the role of [New Position] and continue to contribute significantly to our success. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]
[Your Position]