

\*\*[Your Name]\*\*  
\*\*[Your Position]\*\*  
\*\*[Your Company/Organization]\*\*  
\*\*[Date]\*\*  
\*\*[Recipient's Name]\*\*  
\*\*[Recipient's Position]\*\*  
\*\*[Recipient's Company/Organization]\*\*  
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\*\*Subject: Recommendation for Promotion of [Candidate's Name]\*\*  
\*\*1. Introduction\*\*  
- Briefly introduce the purpose of the letter  
- State your relationship to the candidate  
\*\*2. Overview of Candidate's Current Role\*\*  
- Describe the candidate's current position  
- Highlight key responsibilities  
\*\*3. Accomplishments and Contributions\*\*  
- Detail specific achievements  
- Provide examples of contributions to the team or organization  
- Include any relevant metrics or data for support  
\*\*4. Skills and Qualifications\*\*  
- Discuss relevant skills that make the candidate suitable for promotion  
- Mention any additional training or certifications  
\*\*5. Impact on Team/Company\*\*  
- Explain how the candidate positively impacts team dynamics  
- Illustrate contributions to company culture or goals  
\*\*6. Recommendation for Promotion\*\*  
- Clearly state your recommendation for promotion  
- Mention the specific position or level you believe is appropriate  
\*\*7. Conclusion\*\*  
- Reiterate confidence in the candidate  
- Offer to provide more information or discuss in further detail  
\*\*Best regards,\*\*  
\*\*[Your Name]\*\*  
\*\*[Your Contact Information]\*\*