

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally evaluate [Employee's Name] for consideration of promotion to [Target Position] based on their performance, contributions, and growth within [Company].

[Paragraph 1: Overview of the employee's current role and duration of employment.]

[Paragraph 2: Discussion of key achievements and metrics that demonstrate the employee's value to the team and company.]

[Paragraph 3: Examples of leadership skills, teamwork, and initiative displayed by the employee.]

[Paragraph 4: Summary of the employee's professional development and potential for success in the new role.]

In conclusion, I strongly recommend [Employee's Name] for promotion to [Target Position]. Their dedication and performance align perfectly with [Company's] goals and values.

Thank you for considering this evaluation. I am confident that

[Employee's Name] will excel in their new role.

Sincerely,

[Your Name]

[Your Job Title]