

[Your Name]
[Your Position]
[Your Department]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Department]
[Recipient Company]

Dear [Recipient Name],

I am writing to formally recommend [Employee's Name] for a promotion to [Desired Position]. During their time in the role of [Current Position], [Employee's Name] has consistently demonstrated exceptional skills in [mention relevant skills or achievements].

[Provide specific examples of the employee's contributions and accomplishments that justify the promotion.]

In addition to their technical abilities, [Employee's Name] has shown strong leadership qualities, effectively [mention any leadership responsibilities they have taken on]. Their ability to [describe relevant soft skills or teamwork abilities] has greatly benefited our team and the company as a whole.

I am confident that [Employee's Name]'s dedication, expertise, and commitment to the company's goals make them an ideal candidate for this promotion. I wholeheartedly support their advancement to [Desired Position] and believe they will continue to excel in this capacity.

Thank you for considering this recommendation. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Position]