

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

Dear [Recipient Name],

Subject: Justification for Employee Promotion - [Employee's Name]

I am writing to formally recommend the promotion of [Employee's Name] to the position of [New Position] within our team. Over the past [duration], [Employee's Name] has consistently demonstrated exceptional performance and commitment to our organization's goals.

[Employee's Name] has achieved the following key accomplishments:

1. [Accomplishment 1]
2. [Accomplishment 2]
3. [Accomplishment 3]

In addition to their impressive accomplishments, [Employee's Name] has exhibited strong leadership qualities and [mention any relevant skills or attributes]. Their ability to [specific example of relevant skills or attributes] has positively influenced team dynamics and project outcomes. Promoting [Employee's Name] to [New Position] would not only recognize their hard work but also enhance our team's overall performance and morale. I firmly believe that they will bring even greater value to [Company Name] in this new role.

Thank you for considering this recommendation. I am confident that [Employee's Name] will continue to excel and contribute to our success in their expanded capacity.

Sincerely,

[Your Name]
[Your Position]