

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

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

Dear [Recipient's Name],

I am writing to formally recommend [Employee's Name] for promotion to [New Position] within our team. Having worked closely with [Employee's Name] for [duration], I have witnessed their exceptional skills and dedication firsthand.

[Paragraph detailing specific accomplishments, skills, and contributions of the employee. Include metrics or examples if available.]

[Additional paragraph emphasizing why the employee is a good fit for the new role and how they can contribute to the company's goals in this position.]

I strongly believe that [Employee's Name] would excel in the role of [New Position] and continue to bring value to our organization. Please feel free to reach out if you need any further insights regarding [his/her/their] qualifications.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]