

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Department]

[Recipient's Company]

Dear [Recipient's Name],

Subject: Promotion Recommendation for [Candidate's Name]

I am writing to formally recommend [Candidate's Name] for the position of [New Position Title] within [Department/Team]. Having worked closely with [him/her/them] for [duration], I have observed [his/her/their] exceptional skills and contributions, which I believe make [him/her/them] an ideal candidate for this promotion.

[Briefly outline the candidate's accomplishments, skills, and contributions that justify the promotion.]

Additionally, [Candidate's Name] displays strong leadership qualities and has consistently shown a commitment to our company goals. [He/She/They] have demonstrated [specific examples of leadership or initiative].

Given [his/her/their] track record and potential for further growth, I strongly support [Candidate's Name]'s promotion and believe that [he/she/they] will excel in the role of [New Position Title].

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]