

Recommendation for employee promotion

Subject: Recommendation for Promotion " [Employee Name]

Dear [Recipient Name],

I am pleased to recommend [Employee Name] for promotion within [Company Name]. Over the past [duration], they have consistently exceeded expectations in their role and exhibited leadership qualities that contribute positively to our team.

Their reliability, initiative, and dedication make them an outstanding candidate for higher responsibilities. I am confident that [Employee Name] will continue to excel in any role assigned to them.

Kind regards,

[Your Name]

[Your Position]

[Company Name]

[Date]

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