

Job Reference Letter for Promotion Consideration

Subject: Reference for [Employee Name] " Promotion

Dear [Recipient Name],

I am writing to recommend [Employee Name] for promotion within your organization. During their tenure as [Position], they have shown outstanding leadership, initiative, and consistent achievement in [specific projects or responsibilities].

Their skills in [specific areas] and ability to mentor peers make them highly deserving of this advancement.

Sincerely,

[Your Name]

[Position]

[Company Name]

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