

Team Leader Promotion Recommendation

Subject: Recommendation for [Employee Name]'s Promotion to Team Leader

Dear [Manager Name/HR Director],

I am pleased to recommend [Employee Name] for promotion to the Team Leader position in [Department Name]. Over the past [duration], I have directly supervised [him/her/them] and observed [his/her/their] consistent growth into a natural leader within our team.

[Employee Name] has proven [himself/herself/themselves] as both a high-performing individual contributor and an informal mentor to colleagues. [He/She/They] regularly volunteers to train new team members, coordinate project workflows, and step into leadership gaps when needed. These actions demonstrate [his/her/their] readiness for formal leadership responsibilities.

What impresses me most is [his/her/their] ability to balance technical expertise with people skills.

[Employee Name] maintains strong relationships across departments, resolves conflicts diplomatically, and consistently meets deadlines while supporting team morale. [His/Her/Their] initiative on [specific project] resulted in [outcome] and showcased [his/her/their] strategic thinking. I believe [Employee Name] has earned this promotion and will thrive in a Team Leader capacity. [He/She/They] has my full support and confidence.

Best regards,

[Your Name]

[Your Title]

[Department]

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