

Professional internal recommendation for promotion within company

Subject: Recommendation for [Colleague's Name] - [Position Title]

Dear [Manager's Name],

I am writing to strongly support [Colleague's Name]'s application for the [Position Title] role.

Having worked closely with [Name] for [duration], I believe they are exceptionally well-qualified for this advancement.

[Name] has consistently exceeded performance expectations in their current role. They have successfully managed [specific responsibilities] and demonstrated leadership by [specific examples]. Their initiative in [project/improvement] saved our department [time/money/resources] and improved our processes significantly.

What makes [Name] particularly suited for this promotion is their ability to see the bigger picture while managing details effectively. They have already been informally mentoring newer team members and have shown excellent judgment in complex situations.

Their technical skills in [relevant areas] are excellent, and their collaborative approach has strengthened our team dynamics. I believe they are ready for increased responsibility and would excel in the [Position Title] role.

I recommend [Name] without reservation and am happy to discuss this recommendation further.

Best regards,

[Your Name]

[Your Title]

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