

Formal recommendation for employee promotion

Subject: Recommendation for Promotion

Dear [Recipient Name],

I am writing to highly recommend [Employee Name] for promotion to [Position]. During [his/her] tenure at [Company Name], [Employee Name] has consistently demonstrated exceptional skills in [specific areas], as well as leadership, dedication, and teamwork.

[Employee Name]'s accomplishments include [list notable achievements], which have significantly contributed to the success of our team and organization. I am confident that [he/she] will excel in the new role and continue to bring value to the company.

Please feel free to contact me for any further information regarding this recommendation.

Sincerely,

[Your Name]

[Title]

[Company Name]

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