

Promotion Recommendation Letter

Subject: Recommendation for Promotion “ [Employee Name]

Dear [Manager/Supervisor],

I am writing to recommend [Employee Name] for promotion to [New Position]. Over the past [Number] years, [Employee Name] has consistently exceeded performance expectations, demonstrated leadership qualities, and contributed significantly to team success.

Their dedication, initiative, and strategic thinking make them an ideal candidate for the role. I am confident they will excel in this new capacity.

Best regards,

[Your Name]

[Your Position]

[Company Name]

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