**Recommendation Letter for Promotion**

[Referee’s Name]

[Referee’s Job Title]

[Company Name]

[Date]

Dear [colleague’s name],

I would like to wholeheartedly recommend [employee’s name] for a promotion to the position of [new position title]. As [referee’s title/position], I have had the privilege of [supervising/managing/working with] [employee’s name] for [number of years or time period] while they held the position of [employee’s current position].

During [his/her/their] tenure, [employee’s name] has consistently demonstrated exceptional [list two to three key skills or qualities, for example problem-solving abilities, leadership skills, and teamwork]. [Employee’s name] played a pivotal role in [list a specific project or achievement, and what it resulted in. [This is an anecdote or example highlighting the skills and qualities listed above].

[Employee’s name] is not only reliable and dedicated but also exhibits a strong work ethic and commitment to achieving the team’s goals and supporting our company’s growth and culture. [He/she/they] also show excellent leadership and management qualities.

In addition to [his/her/their] professional skills, [employee’s name] possesses a positive attitude and outstanding interpersonal skills. [He/she/they] are well-liked by colleagues and display a genuine ability to collaborate and foster a supportive and productive work environment.

Considering [employee’s name]’s proven track record of success and [his/her/their] ability to take on new challenges, I am confident that [he/she/they] are well-suited for the [new position title] role. I strongly endorse [employee’s name] for this promotion and believe that [he/she/they] will continue to make meaningful contributions to the growth and success of [your company name].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or clarification.

Sincerely,

[Your name]

[Referee’s Email Address]

[Referee’s Phone Number]

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