

Department of _____
[University / Institution Name]
[Address Line 1]
[Address Line 2]

[Date]

To Whom It May Concern,

Re: Internal Promotion Reference for [Candidate Name]

I am pleased to write this letter in support of the internal promotion application of **[Candidate Name]** for the position of **[Position Title]** in our department.

[Candidate Name] has been a valued member of our department since [Year], serving in the capacity of [Current Role]. During this time, [he/she/they] has consistently demonstrated professionalism, dedication, and a commitment to excellence.

Among [his/her/their] achievements, I would particularly highlight:

- [Key achievement or project #1]
- [Key achievement or project #2]
- [Relevant skill or responsibility #3]

[Candidate Name] is known for [his/her/their] strong work ethic, leadership qualities, and ability to collaborate effectively with colleagues. I am confident that [he/she/they] possesses the experience and skills required to excel in the new role.

I therefore recommend [Candidate Name] for the promotion to **[Position Title]** without reservation. Please feel free to contact me if further information is required.

Sincerely,

[Department Head Name]
Head of Department
[Contact Information]