

[Date]

[Recipient Name]

[Recipient Job Title/Department]

[Company Name]

Subject: Internal Promotion Recommendation for [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for the position of [New Position Title] within [Department/Team]. Over the past [length of time], [he/she/they] has consistently demonstrated exceptional skills and dedication in [current position/job title].

[Employee Name] has shown strengths in areas such as [mention key skills, qualities, and achievements], consistently exceeding expectations and contributing significantly to our team's success. [His/Her/Their] ability to [highlight a notable accomplishment or responsibility] makes [him/her/them] an excellent candidate for this promotion.

I am confident that with [his/her/their] expertise and commitment, [Employee Name] will excel in the new role and continue to add value to [Company Name].

Please feel free to reach out if you require any additional information regarding [Employee Name]'s qualifications or performance.

Sincerely,

[Your Name]

[Your Job Title]

[Department/Team]

[Company Name]

Signature (if required)