

June 26, 2024

To: Human Resources Department  
Company Name  
Company Address

**Subject: Internal Promotion Support Letter for [Employee Name]**

Dear HR Team,

I am writing to formally support the internal promotion of **[Employee Name]** for the position of **[New Position Title]** within our department. Over the past **[duration]**, I have had the pleasure of supervising **[Employee Name]** in the role of **[Current Position]**.

**[Employee Name]** has consistently demonstrated a high level of professionalism, dedication, and skill in all assigned tasks. Their ability to adapt to new challenges, collaborate with colleagues, and provide innovative solutions has made a significant positive impact on our team.

In addition to their technical abilities, **[Employee Name]** has shown admirable leadership qualities and has taken initiative in several key projects, often exceeding expectations.

I am confident that **[Employee Name]** will excel in the new role and continue to be a valuable asset to our organization.

Please let me know if you require any further information regarding this recommendation.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Department]**  
**[Contact Information]**