

# Internal Promotion Justification Letter

Date: \_\_\_\_\_

To: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Subject: Internal Promotion Justification â€” [Candidate Name], [Current Position] to [Proposed Position]

Dear [Recipient's Name],

I am writing to formally recommend **[Candidate Name]** for promotion to the position of **[Proposed Position]** within the **[Department Name]** team. This recommendation is based on [his/her/their] outstanding performance, strong leadership skills, and consistent contribution to the department's objectives.

## Performance and Achievements

[Candidate Name] has demonstrated exceptional abilities in [list relevant skills or projects], and has consistently met or exceeded expectations in [his/her/their] current role. Notable achievements include:

- [Achievement or Project 1]
- [Achievement or Project 2]
- [Achievement or Project 3]

## Leadership and Initiative

[He/She/They] has shown strong leadership by [mention examples of leadership, mentorship, or initiative], which has had a positive impact on the team's performance and morale.

## Recommendation

Based on [his/her/their] demonstrated performance, leadership qualities, and commitment to the organization, I strongly recommend [Candidate Name] for the position of [Proposed Position]. I am confident that [he/she/they] will continue to deliver excellent results and contribute to our department's ongoing success.

Thank you for considering this recommendation.

Sincerely,

\_\_\_\_\_  
[Your Name]  
[Your Position]  
[Department Name]