

[Your Name]
[Your Title/Position]
[Department]
[Company Name]
[Date]

To: [Promotion Review Committee / HR Department]
[Company Name]

Subject: Managerâ€™s Promotion Endorsement â€“ [Employeeâ€™s Full Name]

Dear [Promotion Review Committee / HR Manager],

I am pleased to write this letter recommending **[Employeeâ€™s Full Name]** for promotion to the position of **[New Position Title]** within [Department/Team].

Since joining [Company Name], [Employeeâ€™s Name] has demonstrated exceptional dedication, professionalism, and skill in their role as [Current Position Title]. [He/She/They] consistently delivers strong results and has made significant contributions including:

- [Brief achievement/accomplishment #1]
- [Brief achievement/accomplishment #2]
- [Brief achievement/accomplishment #3]

[Employeeâ€™s Name] exhibits leadership qualities, effective communication, and a commitment to our organizational values. [He/She/They] has shown the ability to manage challenging assignments, mentor team members, and drive positive outcomes.

Based on my observations and [Employeeâ€™s Name]â€™s proven track record, I fully endorse [him/her/them] for promotion to [New Position Title]. I am confident [he/she/they] will excel and continue to contribute to the success of [Company Name].

Please let me know if further information is required.

Sincerely,

[Your Name]

[Your Title/Position]
[Department]
[Company Name]