

To: HR Manager

From: [Your Name/Title]

Date: [Date]

Subject: Promotion Nomination for [Candidate Name]

Introduction

I am pleased to nominate **[Candidate Name]**, currently holding the position of **[Current Position]**, for promotion to the role of **[Proposed Position]**.

Background

[Candidate Name] has been with the company since **[Joining Date]** and has continuously demonstrated exceptional performance and dedication in their role.

Justification for Promotion

- Consistently exceeds performance expectations and objectives.
- Demonstrates strong leadership and teamwork skills.
- Takes initiative and contributes to departmental improvements.
- Possesses the key competencies required for the proposed role.

Recommendation

Based on the above considerations, I highly recommend **[Candidate Name]** for promotion to **[Proposed Position]**. I am confident that [he/she/they] will excel in this new capacity and contribute significantly to our organization's success.

Sincerely,

[Your Name]

[Your Title]

[Department]