

June 30, 2024

To:

Mr. John Smith
Senior Manager, Human Resources
XYZ Corporation
123 Main Street
City, State ZIP Code

Subject: Promotion Approval Request for Jane Doe

Dear Mr. Smith,

I am writing to formally recommend Ms. Jane Doe for promotion from Senior Analyst to Lead Analyst in the Marketing Department. Since joining XYZ Corporation in 2020, Jane has demonstrated exceptional leadership skills, a strong work ethic, and consistent dedication to her responsibilities.

Over the past year, she successfully led key projects, achieving significant milestones and improving team performance. Her innovative approach and commitment to excellence have made a positive impact on our department's overall productivity.

In recognition of her contributions and consistent performance, I kindly request your approval for her promotion. I am confident that in her new role, Jane will continue to exceed expectations and contribute meaningfully to our organization.

Thank you for considering this request. Please let me know if you need any additional information.

Sincerely,

Alex Brown
Manager, Marketing Department
XYZ Corporation