

Promotion Nomination Memo

Memo No.: _____

Date: _____

To: [Recipient's Name/Designation]

From: [Your Name/Designation]

Subject: Nomination for Promotion â€“ [Nominee's Name]

Dear [Recipient's Name],

I am pleased to nominate **[Nominee's Full Name]**, currently serving as **[Current Position]**, for promotion to the position of **[New Position]** in the **[Department/Unit Name]**.

[Nominee's Name] has consistently demonstrated exceptional performance, commitment, and leadership in their current role. Their contributions to major projects and aptitude for teamwork have added significant value to our department.

I believe that [Nominee's Name]'s skills and experience make them highly suitable for this promotion. I strongly recommend your kind consideration for this nomination.

Please feel free to reach out for any additional information. Thank you for considering this request.

Sincerely,

[Your Name]

[Your Designation]