

# Promotion Nomination Memo

Memo No.: \_\_\_\_\_

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

To: [Recipient's Name/Designation]

From: [Your Name/Designation]

**Subject: Nomination for Promotion of [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]