

Date: \_\_\_\_\_  
To: \_\_\_\_\_  
From: \_\_\_\_\_  
Subject: Endorsement for Promotion to Financial Analyst

Dear [Recipient's Name],

I am writing to formally endorse [Candidate's Name] for promotion to the position of [New Position] within our organization.

During [his/her/their] tenure as Financial Analyst, [Candidate's Name] has consistently demonstrated exceptional analytical skills, attention to detail, and a strong ability to deliver reliable financial insights crucial to our team's success.

[He/She/They] has successfully managed complex financial reporting, contributed to budgeting and forecasting processes, and provided actionable recommendations that have assisted decision-making at multiple levels.

[Candidate's Name]'s professionalism, commitment to excellence, and collaborative attitude make [him/her/them] an excellent choice for advancement. I am confident that [he/she/they] will continue to perform at a high level and contribute significantly in the new role.

Please feel free to contact me for any further information regarding this endorsement.

Sincerely,

\_\_\_\_\_  
[Your Name]  
[Your Position]