

[Your Name]
[Your Position]
[Department]
[Company Name]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Position]
[Department/Unit]
[Company Name]

Subject: Promotion Recommendation for [Employee Name], IT Specialist

Dear [Recipient Name],

I am pleased to write this letter recommending [Employee Name] for promotion to [New Position, e.g., Senior IT Specialist]. Over the past [duration of working together], [he/she/they] has consistently demonstrated exceptional technical expertise, leadership, and a strong commitment to the success of our department.

[Employee Name] has made significant contributions to [mention key projects or tasks], showcasing high-level problem-solving skills and a proactive approach to challenges. In addition, [he/she/they] has been instrumental in mentoring junior team members and fostering a positive team environment.

Through [his/her/their] diligence and professionalism, [Employee Name] has earned the respect of colleagues and management alike. I am confident that in a more senior role, [he/she/they] will continue to add value, drive innovation, and promote the department's objectives.

I strongly support [Employee Name]'s promotion to [New Position] and believe [he/she/they] is fully prepared for the increased responsibilities. Please consider this recommendation as you review candidates for this position.

Sincerely,

[Your Name]
[Your Position]