

To: [Hiring Manager/Leadership Name]

From: [Your Name]

Date: [Date]

Subject: Recommendation for Promotion: [Candidate Name] to Talent Acquisition Lead

Dear [Manager Name],

I am writing to formally recommend [Candidate Name] for promotion to the position of Talent Acquisition Lead. Having supervised [Candidate Name] for [Time Period] in their current role as [Current Title], I have seen firsthand their exceptional ability to manage complex recruitment cycles and build strong relationships across the organization.

During their tenure, [Candidate Name] has consistently exceeded their hiring targets and improved our time-to-hire metrics by [Percentage/Amount]. Beyond their individual performance, they have demonstrated leadership qualities by [mention a specific achievement, e.g., mentoring junior recruiters or optimizing the interview process].

Key strengths that make [Candidate Name] the ideal candidate for this leadership role include:

- **Strategic Sourcing:** Their ability to identify high-quality talent for niche roles.
- **Stakeholder Management:** Their success in partnering with department heads to understand headcount needs.
- **Process Improvement:** Their initiative in implementing [Name of Tool/Process] which increased team efficiency.

I am confident that [Candidate Name] is ready for this next step and will be a driving force in scaling our recruitment efforts. I give them my highest recommendation without reservation.

Sincerely,

[Your Name]

[Your Title]

[Your Department]