

Date: [Insert Date]

To: [Recipient Name/Promotion Committee]

From: [Your Name]

Department: [Your Department]

Subject: Endorsement for [Candidate Name] for the position of Employee Relations Manager

Dear [Name],

I am writing to formally endorse [Candidate Name] for the promotion to Employee Relations Manager. Having worked closely with [Candidate Name] for [Time Period] in their current role as [Current Job Title], I have seen firsthand their exceptional ability to handle complex workplace dynamics with professionalism and empathy.

[Candidate Name] has consistently demonstrated the following strengths:

- Expertise in conflict resolution and mediation.
- Deep understanding of company policies and labor laws.
- Ability to build trust across all levels of the organization.
- Proactive approach to improving employee engagement and morale.

During their time in the HR department, [Candidate Name] successfully managed [mention a specific project or achievement], which resulted in [mention a positive outcome]. Their commitment to maintaining a fair and inclusive workplace makes them the ideal candidate to lead our Employee Relations team.

I am confident that [Candidate Name] will excel in this new role and continue to be a valuable asset to [Company Name]. I fully support their promotion without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]