

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Subject: Recommendation for Promotion of [Candidate Name] to Benefits Administration Supervisor

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for the position of Benefits Administration Supervisor. Having observed their performance as a [Current Job Title] for the past [Number] years, I am confident they possess the expertise and leadership skills necessary for this role.

During their tenure, [Candidate Name] has demonstrated an exceptional understanding of our health plans, retirement programs, and compliance regulations. They have consistently improved our enrollment processes and maintained a high level of accuracy in data management. Beyond technical skills, they have shown a natural ability to mentor junior staff and resolve complex employee inquiries with professionalism and empathy.

Key achievements include:

- [Achievement 1, e.g., Streamlining the annual open enrollment process]
- [Achievement 2, e.g., Reducing administrative errors by X%]
- [Achievement 3, e.g., Implementing a new automated benefits tracking system]

I strongly believe that [Candidate Name] is ready to take on the responsibilities of a supervisor. They have the respect of their peers and a proven track record of ensuring our benefits programs run efficiently and remain competitive.

Thank you for your time and consideration of this recommendation.

Sincerely,

[Your Name]

[Your Title]

[Your Department]