

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Subject: Promotion Recommendation for [Employee Name] to HR Operations Manager

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for promotion from HR Operations Executive to [New Title, e.g., HR Operations Manager]. Since joining the team, [Employee Name] has demonstrated exceptional growth, technical proficiency, and a deep commitment to our HR processes.

During their tenure as an Executive, [Employee Name] has successfully managed [mention a specific project, e.g., the implementation of the new payroll system or the streamlining of onboarding workflows]. They have consistently exceeded performance targets by improving data accuracy and reducing administrative turnaround times by [Percentage]%.

Beyond their technical skills, [Employee Name] has shown strong leadership potential by mentoring junior staff and collaborating effectively across departments to resolve complex compliance and benefits issues. They possess the strategic mindset required to take on greater responsibilities within the HR Operations vertical.

I am confident that [Employee Name] is ready for this next step and will continue to be a vital asset to the organization in a leadership capacity. I highly recommend their promotion effective [Proposed Date].

Sincerely,

[Your Name]

[Your Title]

[Your Department]