

To: [Name of Recipient/Promotion Committee]

From: [Your Name]

Date: [Current Date]

Subject: Promotion Recommendation for [Employee Name]

Dear [Name],

I am writing to formally recommend [Employee Name] for promotion from [Current Job Title] to Senior Human Resources Business Partner.

Since joining the team, [Employee Name] has demonstrated exceptional growth and a deep understanding of our organizational goals. During the past [Time Period], they have consistently performed above the expectations of their current role. Their ability to manage complex employee relations, lead talent acquisition strategies, and partner with department heads has directly contributed to the success of our business units.

Key accomplishments include:

- [Accomplishment 1: e.g., Successfully redesigned the performance management process]
- [Accomplishment 2: e.g., Reduced turnover in the technology department by 15%]
- [Accomplishment 3: e.g., Led the implementation of the new HRIS module]

[Employee Name] has already begun operating at the level of a [New Job Title]. They possess the leadership skills, emotional intelligence, and strategic mindset required for this increased responsibility. They are highly respected by both their peers and the leadership team.

I have full confidence in [Employee Name]'s ability to succeed in this new capacity and believe this promotion is well-deserved. I am available to discuss this recommendation further if needed.

Sincerely,

[Your Name]
[Your Job Title]