

Date: [Date]

To: [Hiring Manager Name/Selection Committee]

Department: [Department Name]

Subject: Recommendation for [Candidate Name] - [Target Job Title]

Dear [Manager Name],

It is my pleasure to recommend [Candidate Name] for the position of [Target Job Title]. Having supervised [Candidate Name] for [Time Period] in the [Current Department] department, I have witnessed firsthand their commitment to customer service excellence.

During their tenure, [Candidate Name] has consistently demonstrated the following strengths:

- **Exceptional Resolution Skills:** They maintain a [Percentage]% satisfaction rating and consistently resolve complex issues on the first contact.
- **Proactive Communication:** They possess the ability to translate technical information into clear, empathetic solutions for our clients.
- **Leadership Potential:** They have frequently mentored junior staff and contributed to [Specific Project or Process Improvement].

[Candidate Name] has an intimate understanding of our company culture and product suite. Their ability to handle high-pressure situations with professionalism makes them the ideal candidate for this promotion.

I am confident that [Candidate Name] will be a valuable asset to your team. Please feel free to contact me if you require further information regarding their performance history.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]