

[Current Date]

[Recipient Name]
[Recipient Job Title]
[Department Name]
[Organization Name]

Subject: Verification of Expanded Job Duties and Promotion Justification for [Employee Name]

Dear [Recipient Name],

This letter serves to formally verify the expanded roles, responsibilities, and performance achievements of [Employee Name], currently serving as [Current Job Title], in support of their recommendation for promotion to [Proposed Job Title].

Since [Date of Last Promotion or Hire Date], [Employee Name] has consistently performed duties that exceed the scope of their current job description. These additional responsibilities include:

- [Duty 1: e.g., Leading cross-functional project teams]
- [Duty 2: e.g., Managing a budget of \$X amount]
- [Duty 3: e.g., Developing and implementing new departmental protocols]
- [Duty 4: e.g., Directly supervising and mentoring junior staff]

In addition to these duties, [Employee Name] has achieved the following measurable results:

- [Achievement 1: e.g., Increased departmental efficiency by 15%]
- [Achievement 2: e.g., Successfully closed the X Project ahead of schedule]

The proposed promotion to [Proposed Job Title] is justified by the fact that [Employee Name] is already operating at this higher level. Their current contribution aligns with the requirements of the [Proposed Job Title] position as defined by our organization's competency framework.

I highly recommend the approval of this promotion to ensure that [Employee Name]'s title and compensation accurately reflect their actual contributions and professional standing within [Organization Name].

Please contact me if you require further documentation or specific performance data.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]