

**Date:** [Insert Date]

**To:** [Recipient Name/Human Resources Department]

**From:** [Your Name/Department Head]

**Subject:** Recommendation for Dry Promotion - [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for a dry promotion from their current position as [Current Job Title] to the role of [New Job Title], effective [Proposed Start Date].

Over the past [Number] months/years, [Employee Name] has consistently demonstrated a level of expertise and leadership that exceeds the requirements of their current grade. They have already assumed several key responsibilities associated with the [New Job Title] role, including:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

While I understand that there are currently budgetary constraints preventing a salary adjustment, I believe it is vital to provide [Employee Name] with the title change they have earned. This promotion acknowledges their increased scope of work, maintains morale, and aligns their official status with their actual contributions to the department.

[Employee Name] has expressed their commitment to the team and is willing to accept the elevated title and responsibilities under the current compensation structure, with the understanding that a salary review will be conducted once budget cycles permit.

I highly recommend the approval of this title advancement to retain a high-performing member of our staff.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]