

[Date]

[Recipient Name]

[Recipient Job Title]

[Company/Organization Name]

[Department]

Subject: Recommendation for Fast-Track Promotion - [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for a fast-track promotion from [Current Job Title] to [Proposed Job Title], effective [Proposed Date].

Since joining the [Department Name] department, [Employee Name] has consistently performed at a level that exceeds the expectations of their current role. This recommendation is based on the following key achievements:

- [Achievement 1: e.g., Leadership on a specific project]
- [Achievement 2: e.g., Exceeding performance targets by X%]
- [Achievement 3: e.g., Implementation of a process that saved time/costs]

[Employee Name] has already begun assuming the responsibilities associated with the [Proposed Job Title] position, including [List 1-2 advanced responsibilities]. Their technical proficiency, combined with their commitment to the team's success, makes them an ideal candidate for this accelerated advancement.

I am confident that this promotion will not only recognize [Employee Name]'s exceptional contributions but also further motivate them to drive the department toward its strategic goals. I have attached their latest performance review and portfolio for your consideration.

Thank you for your time and for supporting the professional growth of our top talent. I look forward to your approval.

Sincerely,

[Your Signature]

[Your Name]

[Your Job Title]

[Your Department]