

[Your Name]
[Your Job Title]
[Date]

[Recipient Name]
[Director or Executive Title]
[Company Name]

Subject: Promotion Recommendation for [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for promotion to the position of Human Resources Manager. Having supervised [Employee Name] for the past [Number] years in their role as [Current Job Title], I have witnessed their exceptional growth and dedication to our HR department.

[Employee Name] has consistently demonstrated a mastery of core HR functions, including recruitment, employee relations, and compliance. During their tenure, they successfully led the [Specific Project or Initiative], which resulted in [Specific Achievement or Percentage Improvement]. Their ability to handle sensitive employee issues with empathy and professionalism has earned them the trust of both staff and leadership.

Beyond their technical skills, [Employee Name] possesses the leadership qualities necessary for a management role. They have mentored junior staff members and have shown a proactive approach to improving our internal HR processes. They possess a deep understanding of our company culture and are committed to fostering a positive work environment.

I am confident that [Employee Name] is ready to take on the responsibilities of a Human Resources Manager and will continue to be a valuable asset to the leadership team. I give them my highest recommendation without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]