

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Subject: Recommendation for Promotion to Senior Recruiter - [Candidate Name]

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for promotion to the position of Senior Recruiter. Having supervised [Candidate Name] for the past [Number] years, I have witnessed their exceptional growth and significant contributions to our talent acquisition goals.

During their tenure, [Candidate Name] has consistently exceeded recruitment targets, maintaining an average time-to-fill of [Number] days and a high candidate satisfaction rate. They have demonstrated a deep understanding of our technical requirements and have successfully filled critical leadership roles that were previously challenging to close.

Beyond standard recruitment duties, [Candidate Name] has taken the initiative to:

- Optimize our applicant tracking system (ATS) workflows.
- Mentor junior recruiters and interns on sourcing strategies.
- Lead diversity and inclusion hiring initiatives.

[Candidate Name] possesses the leadership qualities, strategic thinking, and professional maturity required for a senior-level role. I have full confidence that they will continue to excel and bring further value to the team in this elevated capacity.

Please let me know if you require any further documentation or information regarding this recommendation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]