

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Subject: Promotion Recommendation for [Candidate Name]

Dear [Recipient Name],

It is my pleasure to recommend [Candidate Name] for promotion to the position of [New Job Title]. Having worked closely with [Candidate Name] in their role as [Current Job Title] for the past [Number] years, I have seen firsthand their exceptional growth and dedication to the HR function.

During their tenure, [Candidate Name] has consistently demonstrated a deep understanding of business operations and human capital management. Their ability to bridge the gap between departmental goals and employee needs has significantly improved our [mention a specific metric, e.g., retention rate or engagement scores].

Key achievements that justify this promotion include:

- [Achievement 1: e.g., Led the successful implementation of a new performance management system.]
- [Achievement 2: e.g., Resolved complex employee relations issues with a focus on compliance and empathy.]
- [Achievement 3: e.g., Partnered with department heads to develop strategic workforce plans.]

[Candidate Name] possesses the leadership qualities, analytical skills, and emotional intelligence required for this next level of responsibility. I am confident that they will continue to be a strategic asset to [Company Name] in this elevated capacity.

I highly recommend [Candidate Name] for this promotion and am available to discuss their qualifications further at your convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]