

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]

Subject: Recommendation for Promotion: [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for promotion to the position of Senior Employee Relations Specialist. Having supervised [Employee Name] for the past [Number] years, I have witnessed their exceptional ability to manage complex workplace issues with professionalism and empathy.

During their tenure, [Employee Name] has consistently demonstrated high proficiency in:

- Resolving internal conflicts and grievances with a balanced and objective approach.
- Improving employee engagement scores by [Percentage]% through targeted initiatives.
- Ensuring strict compliance with labor laws and company policies.
- Providing insightful coaching to management regarding performance management and disciplinary actions.

[Employee Name] possesses the unique ability to maintain trust between the workforce and the leadership team. Their communication skills and deep understanding of organizational culture make them an ideal candidate for a leadership role within the HR department.

I am confident that [Employee Name] will continue to be a vital asset to [Company Name] in this new capacity. Please let me know if you require any further documentation or information regarding this recommendation.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]