

To: [Recipient Name/Title]

From: [Your Name/Title]

Date: [Current Date]

Subject: Recommendation for Promotion: [Candidate Name] to Compensation and Benefits Manager

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for promotion to the position of Compensation and Benefits Manager. Having supervised [Candidate Name] for [Time Period], I have seen their significant contributions to our human resources department and their mastery of total rewards strategies.

During their tenure as [Current Job Title], [Candidate Name] has demonstrated exceptional skill in the following areas:

- **Strategic Analysis:** They successfully conducted comprehensive market benchmarking that improved our competitive salary positioning by [Percentage/Value].
- **Compliance Oversight:** They ensured 100% compliance with federal and state labor laws, including ERISA and FLSA regulations.
- **Cost Management:** They played a lead role in the recent benefits renewal process, identifying cost-saving measures that reduced premiums by [Percentage] without sacrificing coverage quality.
- **Communication:** They have a unique ability to translate complex incentive structures and equity programs into clear, understandable language for all employees.

[Candidate Name] has already begun performing many duties associated with a Manager-level role, including mentoring junior HR staff and leading the annual performance review cycle. Their analytical mindset, attention to detail, and commitment to equitable pay practices make them the ideal choice for this leadership position.

I am confident that [Candidate Name] will continue to drive excellence in our compensation strategies. I highly recommend their promotion effective [Proposed Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]