

[Date]

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

Subject: Recommendation for Promotion to Training and Development Lead - [Employee Name]

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for promotion to the position of Training and Development Lead. Having supervised [Employee Name] for [Number] years in their role as [Current Job Title], I have witnessed their exceptional ability to design, implement, and manage high-impact learning initiatives.

[Employee Name] has consistently demonstrated the leadership qualities required for this senior role. Notable achievements include:

- Successfully launching the [Project Name] program, which resulted in a [Percentage]% increase in team productivity.
- Streamlining the onboarding process, reducing time-to-competency for new hires by [Number] weeks.
- Mentoring junior trainers and improving overall department performance metrics.

Beyond their technical expertise in instructional design and LMS management, [Employee Name] possesses the strategic mindset necessary to align our educational programs with long-term business goals. They are highly respected by peers and stakeholders alike for their communication skills and professional integrity.

I have full confidence that [Employee Name] will excel as our Training and Development Lead and continue to drive the growth of our workforce. I strongly recommend their promotion effective [Proposed Date].

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Contact Information]