

[Your Name]
[Your Job Title]
[Date]

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

Subject: Recommendation for Promotion of [Employee Name] to Senior Human Resources Coordinator

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for promotion from Human Resources Coordinator to [New Title, e.g., Senior Human Resources Coordinator]. Having supervised [Employee Name] for the past [Number] years, I have witnessed their exceptional growth and dedication to the HR department.

During their tenure, [Employee Name] has consistently exceeded performance expectations. They have played a pivotal role in [mention a specific achievement, e.g., streamlining the onboarding process or improving employee record accuracy]. Their ability to handle sensitive employee relations matters with discretion and professionalism has earned them the trust of both management and staff.

Key contributions include:

- [Achievement 1: e.g., Successfully managed the recruitment cycle for 20+ positions]
- [Achievement 2: e.g., Implemented a new digital filing system that reduced retrieval time by 30%]
- [Achievement 3: e.g., Provided expert assistance in benefits administration and open enrollment]

[Employee Name] possesses the leadership qualities and technical expertise required for this elevated role. They are a proactive problem-solver who consistently demonstrates a deep understanding of our company policies and employment law.

I have full confidence that [Employee Name] will continue to be a valuable asset to our team in this new capacity. Please let me know if you require any further documentation or information regarding this recommendation.

Sincerely,

[Your Signature]

[Your Printed Name]