

[Date]

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

Subject: Recommendation for Promotion: [Employee Name] to Payroll Operations Supervisor

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for promotion to the position of Payroll Operations Supervisor. Having worked closely with [Employee Name] for [Number] years in their current role as [Current Job Title], I have seen their exceptional technical proficiency and leadership potential firsthand.

During their tenure, [Employee Name] has demonstrated a deep understanding of payroll compliance, tax regulations, and internal audit procedures. They have consistently ensured 100% accuracy in our payroll cycles and played a key role in [mention a specific achievement, e.g., implementing a new software system or streamlining year-end reporting].

Beyond their technical skills, [Employee Name] has already begun performing many supervisory duties, including mentoring junior staff and resolving complex payroll discrepancies. They possess the communication skills and professional integrity necessary to lead the operations team effectively.

I am confident that [Employee Name] is ready for this next step and will be an asset to our management team. I strongly recommend their promotion to Payroll Operations Supervisor.

Sincerely,

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