

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

Re: Promotion Recommendation for [Candidate Name]

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for promotion to the position of Diversity and Inclusion Manager. During their time as [Current Job Title], they have demonstrated an exceptional commitment to fostering an equitable and inclusive workplace culture.

[Candidate Name] has successfully led several key initiatives, including [Mention Project 1] and [Mention Project 2]. Their ability to analyze workforce demographics and implement actionable strategies has resulted in a [Percentage]% increase in [Specific Metric, e.g., diverse hiring or employee engagement].

Beyond their technical skills in DEI metrics and compliance, [Candidate Name] possesses the emotional intelligence required to facilitate difficult conversations and lead organization-wide training. They have become a trusted advisor to both leadership and staff regarding matters of equity and belonging.

I am confident that [Candidate Name] has the vision and leadership skills necessary to excel in this management role. They will undoubtedly continue to drive our company's mission of diversity forward.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Job Title]