

[Date]

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

Subject: Promotion Recommendation for [Employee Name] to Senior HRIS Analyst

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for a promotion from HRIS Analyst to [Target Title, e.g., Senior HRIS Analyst]. Since joining the team, [Employee Name] has demonstrated exceptional technical expertise and a deep understanding of our human resources data infrastructure.

During their tenure, [Employee Name] has consistently exceeded performance expectations by:

- Successfully leading the implementation of [Specific System or Module].
- Automating complex reporting processes, resulting in a [Percentage]% reduction in manual data entry.
- Ensuring 100% data integrity and compliance during annual auditing cycles.
- Providing high-level technical support and training to the broader HR team.

[Employee Name] has evolved from executing basic system maintenance to proactively identifying strategic improvements that enhance our organizational efficiency. They possess the leadership qualities and analytical skills required for this advanced role.

I am confident that [Employee Name] will continue to be a vital asset to our department in this new capacity. I highly recommend their promotion effective [Date].

Sincerely,

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