

## PROMOTION RECOMMENDATION LETTER

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## Introduction

The Promotion Recommendation Letter is written to a senior official seeking an employee's promotion. When writing such letters, one needs to be aware of the employee's skills and performance in the past. Such letters must be written very carefully as the sender is accountable for the recommended employee's capabilities and performance.

## Promotion Recommendation Letter Tips

Tips of writing the Promotion Recommendation Letter:

- The letter should be addressed to the appropriate authority
- The sender of the letter must be sure of the capabilities of the employees
- The letter must include details like the post to which he should be promoted, his past performance etc.

## Sample Promotion Recommendation Letter

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To Sanya Sharma

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Promotion Recommendation Letter

22nd August, 2013

I, John Smith, am very pleased to recommend Mr. Raj Sharma for the post of General Manager, Marketing for our organization. As the Marketing Head of our company, it's been a pleasure to work with Mr. Raj since the past four years. Mr. Raj is currently the Senior Manager of the Marketing Department. He had joined our organization as a Senior Marketing Executive and since then has been delivering remarkable performances.

He is currently heading a team of eight subordinates who have always appreciated his qualities of being a great team leader. During his tenure, he has headed several projects which have benefitted the organization and its customers. He has excellent communication skills and is very versatile. He has six years of marketing experience and is the most suitable candidate for this promotion.

I recommend him for this promotion. Please feel free to get in touch regarding any queries about him.

Thanking you,

With Regards

Sahib Singh

Marketing Head



## Promotion Recommendation Letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To Sanya Sharma

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: Promotion Recommendation Letter

22nd August, 2013

I, \_\_\_\_\_ (name), am very pleased to recommend \_\_\_\_\_ (name of the recommended employee) for the post of \_\_\_\_\_ (designation) for our organization. As the (your designation) of our company, it's been a pleasure to work with him since the past four years. He is currently the \_\_\_\_\_ (recommended employee's designation). He had joined our organization as a \_\_\_\_\_ (Initial designation) and since then has been delivering remarkable performances.

He is currently heading a team of eight subordinates who have always appreciated his qualities of being a great team leader. During his tenure, he has headed several projects which have benefitted the organization and its customers. He has excellent communication skills and is very versatile. He has \_\_\_\_\_ (duration) experience and is the most suitable candidate for this promotion.

I recommend him for this promotion. Please feel free to get in touch regarding any queries about him.

Thanking you,

With Regards

----- (Name of the issuer)

----- (Designation of the issuer)

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