

Recommendation Letter for Promotion

ACME GLOBAL

company

COMPANY NAME

123 Maple Street Anytown, PA 17101

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(123) 1234567

Subject: - Recommendation for Promotion

Dear ,

I am proudly writing this letter of recommendation for , who I have worked with closely for the past while he has been employed as the in the department. I can say without reservation that teammates working with are always impressed with both 's attitude and tireless work ethic. I am confident that he would make an excellent for the company.

I had the opportunity to see possess certain qualities and skills such as;

Here are some examples of 's solid work that have contributed to our company in many ways:

is a tremendous asset to our office, and his expertise, the experience he has gained throughout the period of employment and continuing career development will surely make him a great .

I without hesitation recommend for a promotion. Please feel free to contact me if you have further questions through mail or by phone.

Yours Truly,