

Letter of Recommendation

SMITH &
ANDERSON

5 January, 2026

[Name of Recipient]

[Title of Recipient]

[Address of Recipient]

+91-123-456-7890

To Whom It May Concern:

I am very honored to recommend [Employee Name] for promotion to [New Job Title]. I know [Employee Name] as one of [Current Job Title] in my team, [Department Name]. They consistently perform well as they balance [Responsibility 1] and [Responsibility 2]. Furthermore, [Employee Name] is always [Skill/Characteristic 1], [Skill/Characteristic 2] and [Skill/Characteristic 3].

As one of our team's most productive employees, [Explain the employee's work habits and career trajectory]. For example, [Employee name] encountered [Name a challenge]. They addressed it by [Explain how they overcame it], positively impacting their colleagues and the overall office environment as [Explain the result]. I truly believe [Employee Name]'s promotion will be in the best interest of the whole company.

If you need any more information on the matter, do not hesitate to contact me. Thank you for your consideration.

Sincerely,

Signature

[Full name]

[Role]