Jon Snow [concerned authority’s name]  
Director of the board [designation]  
[Company’s name]  
[company’s address]  
[City name]

Date of writing the letter

Subject: promotion recommendation letter

Dear sir,

I, your name and designation, am pleased to write this letter to you to recommend Mr./Ms. [write employee’s name here] for promotion for the post of [the seat you are recommending the employee for]. It has been 2-years since I have been closely working with him/her and she has promised absolute diligence in her work.

His/her approach towards work alongside the strategies and execution are up to the mark.

He/she always prioritized deadlines and his assignments have always satisfied the clients. Mr. XYZ is quite instrumental in teamwork as he is a great team player.

With his client-oriented demeanor, he has been able to persuade more clients to trust us for their projects. I have had a pleasant work experience with him throughout these 2-years. Henceforth, I believe his promotion for [designation] will prove out to be quite productive for the company.

Please contact me if you require additional information on him/her.

Sincerely,

Your name  
Your designation in the company  
Signature and stamp