To XYZ Employer,  
Address of Employers office

**Subject: Recommendation to promote Mr. XYZ for supervision:**

It is my pleasure to provide this recommendation letter for Mr. [X] for promotion to a supervisor position at this company. Having worked with Mr. [X] for the past few years and closely observing his performance, I can confidently say that he is ready to transition to the supervisor position at this company. Mr. [X] has worked as a marketing professional for three years now and has been a team leader for four recent successful projects. He has natural leadership qualities and works with vigor and consistency over any task he is given.

Throughout his professional career, he has proven that he can communicate and manage other people well which are key qualities required for a supervisor role. Moreover, Mr. XYZ has empathetic qualities and has assisted several new employees with their work and checked on them regularly to see their work progress. With his qualification, leadership qualities, and work experience, I believe he can prove to be a good supervisor at this company.

Furthermore, Mr. XYZ is already aware of the company policies and work strategy I believe he would prove to be a better candidate than an outsider who is unaware of the internal working of the company which will save the time to train an external candidate. I look forward to seeing him in the position of supervisor at our company. Please feel free to get in touch if you have any further queries, thank you.

Sincerely,

Ms. Maham Yamin  
Designation:  
Signature:  
Date: