To

[The Recipient Name]  
[Company Name]  
[Address]

DATE:

Dear [XYZ],

It is my pleasure to recommend Sara Sheikh to be promoted to the position of Senior Manager in the Health and Safety Department. She has been working in my team for the past 8 years with complete dedication and impressive diligence. She deserves this promotion due to her commendable work performance as well as experience.

Sara has been an asset to the company. She is not only hardworking but also highly skilled. She is one of our key team players. We have managed to deliver quality services to our clients due to Sara’s dedicated involvement in each of our projects. She has also proved that she can be a successful leader as she has been guiding and mentoring several of our team members to perform more efficiently at work. Therefore, she is a strong candidate for the role of Senior Manager.

Sara has participated in various training programs to further enhance her skills. She has also successfully completed different ISO-certified pieces of training which have added to her qualifications. The company should, therefore, acknowledge her achievements along with her expertise in the form of a well-deserved promotion.

I shall be happy to provide any additional information required by the company in this regard.

[Your Name]  
[Designation]

[Company Name]