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**ACME GLOBAL**  
company

**COMPANY NAME**

123 Maple Street Anytown, PA 17101  
info@example.com  
www.example.com  
(123) 1234567

## Recommendation Letter for Promotion

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,

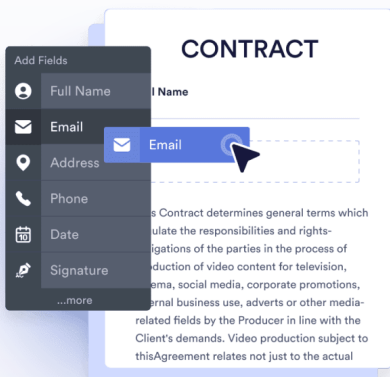


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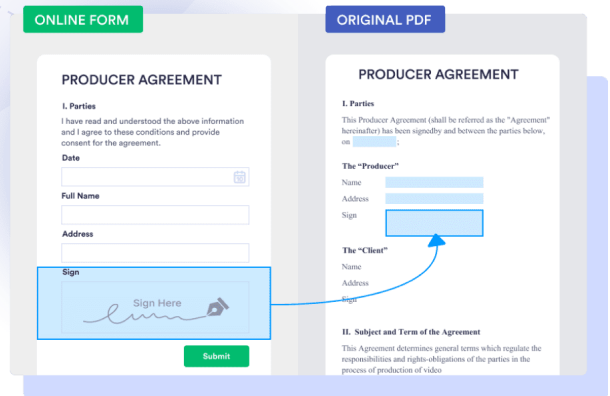
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