

Recommendation Letter for Promotion

The President,

Messrs Consultants India Pvt. Limited,

Hyderabad.

Dear Sir,

[Sub: - Recommendation for promotion – Accounts officer –Reg.]

In continuation of my personal discussion with you of yesterday, I submit that Shri. Rajamannar, the senior Accounts Officer in our purchase department has proved his mettle to be a gem of our organization during his seven years of service. He has introduced many innovative online accounting procedures and documentation methods to plug the pilferage of material from the stores fully and he was recommended for merit award this year. He is also highly qualified and in my personal assessment, he fits the position of vice president purchases. I gave the same impression in his annual performance appraisal also recommending him for the promotion. Therefore, I request you to consider his candidature for the promotion to justify the present demand of the post.

Submitted for your further consideration.

Yours Sincerely,

General Manager (Personnel).