

Request for Vertical Mobility

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]

To,

[Manager's Name]

[Manager's Job Title]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in pursuing vertical mobility within [Company Name]. I have been part of the [Current Position/Department] for [duration] and I am eager to take on new challenges and responsibilities.

Throughout my time here, I have successfully [briefly mention key achievements or contributions], which I believe have prepared me well for the next step in my career. I am particularly interested in the [desired position/department] as I believe my skills in [mention relevant skills] align well with the team's goals.

I would appreciate the opportunity to discuss this matter further and to explore the potential pathways for my growth within the organization. Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]