

Proposal for Advancement to Senior Position

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Advancement to Senior [Position Title]

Dear [Manager's Name],

I am writing to formally propose my advancement to the Senior [Position Title] within [Department/Team Name]. Having served in my current role as [Your Current Position Title] for [Duration], I believe I have demonstrated the skills, leadership, and commitment necessary for this promotion.

Throughout my tenure, I have successfully [briefly outline key achievements, contributions, or projects]. These accomplishments not only highlight my dedication but also my capacity to handle increased responsibilities and drive success in our team.

I am eager to take on new challenges and further contribute to the success of [Company Name]. I am confident that in the Senior [Position Title] role, I can [briefly explain how you would contribute in the new position].

I would appreciate the opportunity to discuss this proposal in further detail and explore how my advancement could benefit our team and organization as a whole.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Current Position Title]

[Your Contact Information]