

Career Advancement Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Your Email]

[Your Phone Number]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request consideration for a career advancement opportunity within [Company Name]. Over the past [duration], I have grown both professionally and personally in my role as [Your Current Job Title] and have greatly enjoyed contributing to our team.

During my time here, I have taken on additional responsibilities, such as [mention any relevant projects or responsibilities]. I have also developed skills in [list any relevant skills or experiences] that I believe could benefit our team in a more advanced capacity.

I am eager to discuss potential career paths within the organization and how I can contribute even more effectively to our goals. I am keen on exploring opportunities that align with my skills and the department's needs.

Thank you for considering my request. I would appreciate the opportunity to meet and discuss this matter further.

Sincerely,

[Your Name]