

Staff Promotion Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Promotion of [Employee's Name]

Dear [Manager's Name],

I am writing to formally propose the promotion of [Employee's Name] from [Current Position] to [Proposed Position]. Over the past [duration], [Employee's Name] has demonstrated exceptional performance and has significantly contributed to our team's success.

[Provide specific examples of achievements, contributions, and skills that justify the promotion.]

Given these accomplishments, I believe that [Employee's Name] is well-deserving of this promotion. This advancement would not only recognize their hard work but also motivate them to continue excelling.

I would appreciate your consideration of this proposal. I am happy to discuss this further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]