

# Internal Job Promotion Proposal

**Date:** [Insert Date]

**To:** [Manager's Name]

**From:** [Your Name]

**Subject:** Proposal for Internal Promotion to [Executive Role]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose my candidacy for the [Executive Role] position that has recently become available. Given my [X years] of experience in [current role/department], I believe I am well-suited to take on this new challenge.

During my time at [Company Name], I have successfully [mention key achievements, projects, or contributions related to the executive role]. My experience in [relevant skills or responsibilities] has equipped me with a deep understanding of our organizational goals and the strategies needed to achieve them.

I am particularly excited about the opportunity to [mention specific responsibilities or projects associated with the executive role], and I am confident that my expertise can contribute significantly to our team's success.

I would appreciate the chance to discuss this proposal further and explore how I can transition into the [Executive Role] effectively. Thank you for considering my application. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]