

Job Reclassification Request for Career Advancement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reclassification of my current job title and responsibilities in light of my recent contributions and professional development within [Company Name].

Over the past [duration], I have taken on additional responsibilities including [briefly outline additional duties and accomplishments]. I believe these efforts have significantly contributed to our team's success and the overall objectives of the company.

Given the increased scope of my work and my commitment to continual improvement, I feel that a reclassification to [requested job title] would reflect my contributions more accurately and align with my career goals.

I would greatly appreciate the opportunity to discuss this request further and explore how I can continue to add value to our team. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]