

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally express my grievance regarding the recent promotion decision communicated on [date of promotion announcement]. I believe that this decision was based on inaccurate assessments of performance and qualifications.

During the review period, I consistently met and exceeded the goals set forth for my role. I have attached documentation and performance metrics that highlight my contributions and achievements, which I feel were not adequately considered in the promotion process.

It is disheartening to see colleagues who have had less impact on team objectives being elevated, leading me to question the fairness of the evaluation process. I would appreciate an opportunity to discuss this matter further and seek an equitable resolution.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]