

Promotion Proposal Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Department]
[Company Name]
[Your Email]
[Your Phone Number]

[Manager's Name]
[Manager's Position]
[Department]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a discussion regarding my potential promotion to [Desired Position].

Over the past [duration], I have taken on additional responsibilities, including [specific tasks/achievements]. I believe that my contributions have made a positive impact on our team and the overall success of [Company Name].

I am very passionate about my work and committed to the growth of our department. I would appreciate the opportunity to discuss how my skills and experiences align with the requirements of [Desired Position].

Thank you for considering my request. I look forward to discussing this matter further at your earliest convenience.

Warm regards,

[Your Name]