

Career Progression Plan Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Career Progression Plan

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a plan for my career progression within [Company Name]. Over the past [duration], I have had the opportunity to grow and contribute significantly to our team. I am eager to further my career and believe that a structured career progression plan would benefit both the organization and my professional development.

Objectives

- To enhance my skills in [specific area]
- To take on leadership responsibilities in upcoming projects
- To align my career goals with the company's strategic objectives

Proposed Actions

1. Participate in relevant training and workshops.
2. Engage in mentorship opportunities within the organization.
3. Set measurable milestones for career advancement.

I am confident that this career progression plan will not only help me grow but will also ensure that I continue to add value to our team. I would appreciate the opportunity to discuss this proposal further and gather your insights.

Thank you for considering my proposal. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]