

Employee Advancement Suggestion

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Suggestion for Employee Advancement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally suggest the advancement of [Employee's Name] within our team. Over the past [duration], I have observed [Employee's Name] consistently demonstrating exceptional performance and dedication to their work.

[Employee's Name] has successfully completed [mention specific projects or tasks], showcasing their skills in [mention relevant skills or qualities]. Their ability to [highlight specific achievements or contributions] speaks volumes about their capabilities and readiness for a higher-level position.

I believe that promoting [Employee's Name] would not only recognize their hard work but also benefit our team and company as a whole by [mention potential benefits].

Thank you for considering this suggestion. I am available for further discussion should you require more insights regarding this recommendation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]