

Subject: Staff Position Elevation Suggestion

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Dear [Manager's Name],

I hope this message finds you well. I am writing to suggest an elevation in position for [Employee's Name], who has been a dedicated member of our team for [duration].

[Employee's Name] has consistently demonstrated exceptional [skills/qualities] and has made significant contributions to [specific projects or achievements]. Their work ethic and leadership abilities stand out, making them an ideal candidate for [new position].

I believe that elevating [Employee's Name] to this position would not only enhance team morale but also lead to increased productivity within our department.

Thank you for considering this suggestion. I would be happy to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]