

Team Member Elevation Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Team Member Elevation

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose the elevation of [Team Member's Name] to the position of [Proposed Position]. After careful consideration and observation of [his/her/their] contributions and growth within the team, I believe [he/she/they] is well-suited for this advancement.

Reasons for Elevation

- Outstanding performance in [specific projects or tasks].
- Proactive in taking on additional responsibilities and leading initiatives.
- Exemplary teamwork and collaboration with others.
- Consistent demonstration of [specific skills or competencies].

Conclusion

In conclusion, I wholeheartedly believe that elevating [Team Member's Name] will not only benefit [him/her/them] but also enhance our team's performance and morale. I am happy to discuss this proposal further at your convenience.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]