

Letter of Suggestion for Employee Position Change

Date: [Insert Date]

[Manager's Name]
[Manager's Title]
[Company Name]
[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to suggest a potential change in [Employee's Name]'s position within our team. Over the past [duration], I have observed [Employee's Name]'s exceptional skills in [specific skills or tasks]. I believe that a transition to the role of [Suggested Position] would not only benefit [Employee's Name] but also enhance our team's overall performance.

[Employee's Name] has consistently demonstrated [specific achievements or contributions related to the new role]. These qualities make them an ideal candidate for this position. Additionally, I believe that this change could lead to increased motivation and productivity for [Employee's Name], making them an even more valuable asset to our organization.

I would appreciate the opportunity to discuss this suggestion further at your earliest convenience. Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]