

Career Progression Plan

Dear [Team Lead's Name],

I hope this message finds you well. I am writing to present my career progression plan and seek your guidance and support as I aim for professional growth within our team and the organization.

Current Role and Responsibilities

As you know, I currently hold the position of [Your Position] and am responsible for [Briefly Describe Your Current Responsibilities]. Over the past [Duration], I have enjoyed the challenges and opportunities that have helped me grow.

Career Goals

My short-term goal is to [State Short-term Goal], while my long-term goal is to [State Long-term Goal]. I believe achieving these goals would not only enhance my skills but also contribute to our team's success.

Action Plan

To achieve these goals, I plan to [List Key Actions You Will Take, e.g., pursue training, take on new projects, seek mentorship]. I would appreciate your feedback on this plan and any additional recommendations you might have.

Support Needed

I'm eager to hear your thoughts on how we can align my career aspirations with our team's objectives. Any support or guidance you can provide would be invaluable.

Thank you for considering my career progression plan. I look forward to discussing this further with you.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]