

Job Elevation Proposal

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose my elevation to [Specified Position] within [Department/Team] at [Company's Name]. Over the past [Duration of Time], I have taken on additional responsibilities and contributed to several projects that align with our company's goals, such as [List Specific Contributions or Achievements].

I believe my skills in [Mention Relevant Skills] and my dedication to [Company's Name] position me as a strong candidate for this advancement. I am eager to take on new challenges and contribute even more effectively to our team's success.

I would appreciate the opportunity to discuss this proposal further. Thank you for considering my request for elevation.

Sincerely,
[Your Name]