

Job Application for Promotion

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Application for Promotion to [Position Title]

Dear [Manager's Name],

I am writing to formally express my interest in the promotion to [Position Title] within [Department/Team]. Having been a part of [Company's Name] for [duration], I have consistently demonstrated my commitment to our team goals and values.

In my current role as [Current Position], I have successfully [briefly mention significant achievements and contributions]. My experience has equipped me with the skills and knowledge necessary to excel in [Position Title], including [mention relevant skills or qualifications].

I am passionate about continuing to grow within our company and believe that my proactive approach and dedication make me a suitable candidate for this role. I am excited about the opportunity to contribute to our team's success on a larger scale.

Thank you for considering my application. I would appreciate the opportunity to discuss my application further during a meeting. I look forward to your positive response.

Sincerely,

[Your Name]