

Career Progression Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Your Email]

[Your Phone Number]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a discussion regarding my career progression within [Company Name]. Over the past [duration], I have dedicated myself to [briefly describe your contributions and achievements].

With the goals of both the company and my professional development in mind, I am eager to take on additional responsibilities and explore opportunities for growth in [specific areas or positions]. I believe that this aligns with [Company's Goals or Values].

I would appreciate the opportunity to meet and discuss my proposal further. Please let me know a convenient time for you.

Thank you for considering my request. I look forward to your feedback.

Sincerely,

[Your Name]