

Support Letter for Promotion

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Supporting Documentation for Promotion Consideration

Dear [Manager's Name],

I am writing to formally express my interest in being considered for the [specific position] within our team. I have taken the time to outline my contributions and qualifications that support my promotion:

1. Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

2. Skills and Competencies

- [Skill 1]
- [Skill 2]
- [Skill 3]

3. Contributions to Team Goals

[Description of how you have contributed to team's success]

4. Future Goals

[Future goals that align with the role you are applying for]

Thank you for considering my request for promotion. I am excited about the possibility of taking on greater responsibilities and continuing to contribute to the success of our team.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]