

Promotion Offer Inquiry

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 inquire about the upcoming promotion opportunities within our department. Having been with the company for [insert duration] and contributed to [mention specific achievements], I am eager to understand the potential for advancement.

Could you please provide information regarding the criteria for promotion and any timelines for evaluation? I appreciate your time and guidance.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]