

Promotion Expectations Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion of Promotion Expectations

Dear [Recipient's Name],

I hope this message finds you well. As we approach the upcoming performance review cycle, I would like to take the opportunity to discuss my expectations regarding a potential promotion.

Over the past [insert time frame], I have taken on additional responsibilities, including [insert specific examples]. I believe this has helped contribute to our team's success in achieving [insert achievements or outcomes].

In our conversation, I would like to cover the following points:

- Your feedback on my performance and contributions.
- Expectations for the role I aspire to.
- Development opportunities available to support my growth.
- Timeline for evaluation and decisions regarding promotions.

I appreciate your guidance and support, and I am looking forward to our discussion. Please let me know your availability for a meeting.

Thank you for considering this request.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]