

Career Progression Update

Date: **[Insert Date]**

To: **[Manager's Name]**

From: **[Your Name]**

Subject: Career Progression Update

Dear [Manager's Name],

I hope this message finds you well. I am writing to provide an update on my career progression within the food service team.

Since joining [Company Name] on [Start Date], I have had the opportunity to enhance my skills and contribute to our team's success. During this time, I have taken on additional responsibilities including:

- [Responsibility/Task 1]
- [Responsibility/Task 2]
- [Responsibility/Task 3]

These experiences have not only helped me grow professionally but have also prepared me for potential advancement opportunities. I am particularly interested in exploring roles such as [Target Position] and would appreciate any guidance you could offer regarding the application and selection process.

Thank you for your continued support and encouragement. I look forward to discussing my career path with you further.

Best regards,

[Your Name]

[Your Position]

[Contact Information]