

Achievement-Oriented Promotion Letter

Subject: Application for [New Position] Promotion

Dear [Manager's Name],

I am eager to formally request consideration for promotion to [New Position Title]. My contributions over the past [years] include:

- Successfully leading [Project/Team], resulting in [quantifiable outcome].
- Implementing [process or system], improving efficiency by [percentage].
- Mentoring colleagues and fostering team development.

I am confident that my experience and commitment align with the requirements of this new role.

Sincerely,

[Your Name]

[Current Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/cover-letter-for-promotion>