

Formal Serious Promotion Letter

Subject: Formal Application for Promotion to [New Position Title]

Dear [Manager's Name],

I am submitting my application for promotion to [New Position Title]. Over my tenure with [Company Name], I have consistently demonstrated leadership, achieved performance targets, and contributed to key initiatives.

I respectfully request your consideration for this promotion and look forward to discussing how I can continue to contribute in a more advanced role.

Sincerely,

[Your Name]

[Current Position]

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