

Heartfelt Letter Template

Subject: Request for Promotion Consideration

Dear [Manager's Name],

I hope this message finds you well. I wanted to express my interest in being considered for promotion to [desired position]. I have truly enjoyed contributing to [Company Name] over the past [duration], and I am eager to take on new responsibilities to further support our team and goals.

During my tenure, I have taken on [specific achievements or initiatives], which I believe demonstrate my readiness for this next step. I sincerely hope you will consider my request and provide guidance on how I can continue to grow within the organization.

Warm regards,

[Your Name]

[Current Position]

[Contact Information]

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