

Casual Email Template

Subject: Interested in Promotion Opportunity

Hi [Manager's Name],

I wanted to reach out and express my interest in moving up to [desired position]. Over the past [time period], I've worked on [specific projects/achievements], and I feel ready for additional responsibilities.

Would you be open to discussing this possibility? I'd love to hear your feedback and see how I can continue contributing in a larger capacity.

Thanks so much,

[Your Name]

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