

Provisional Inquiry Template

Subject: Inquiry Regarding Promotion Opportunities

Dear [Manager's Name],

I am reaching out to inquire about potential promotion opportunities within [Department/Team]. I have been reflecting on my career growth and would like to understand the qualifications and steps required for advancement to [desired position].

Any guidance you can provide on how I might be considered for future promotion would be greatly appreciated. Thank you for your time and consideration.

Best regards,

[Your Name]

[Current Position]

[Contact Information]

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