

Performance-based Letter Template

Subject: Request for Promotion Based on Performance

Dear [Manager's Name],

I am submitting this letter to formally request consideration for promotion to [desired position], based on my performance over the past [time period]. Highlights of my contributions include:

- [Achievement 1 with measurable outcome]
- [Achievement 2 with measurable outcome]
- [Achievement 3 demonstrating leadership]

I am confident that my performance and dedication make me a strong candidate for this promotion. I welcome the opportunity to discuss this further at your convenience.

Sincerely,

[Your Name]

[Current Position]

[Contact Information]

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