

Promotion Request Letter Emphasizing Team Contribution

Subject: Request for Promotion to [Desired Position]

Dear [Manager's Name],

I am writing to request promotion consideration to [Desired Position]. My contributions over the past [duration] have included [specific achievements] and supporting team success. I have also mentored colleagues and helped streamline processes that have improved team efficiency.

I am committed to continuing this growth and would appreciate the opportunity to take on a higher role with greater responsibilities.

Thank you for considering my request.

Warm regards,

[Your Name]

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