

EMPLOYEE PROMOTION LETTER

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Introduction

The Employee Promotion Letter is written to convey one's interest in seeking a promotion from the management. The letter is written in a very subtle yet formal manner to seek management's approval for the same. The employee should talk about his accomplishments in the organization and discuss how he will do full justice to the position. One should not write lengthy letters yet summarize about all their achievements in their current position.

Employee Promotion Letter Tips

Tips of writing the Employee Promotion Letter:

- The letter should be addressed properly to the senior authorities
- The letter must be written in a concise manner
- The letter is written to formally request the management to consider the employee's wish to get promoted

Sample Employee Promotion Letter

From,

Date: _____ (Date on Which Letter is Written)

To Sumita Suryavanshi

Subject: Employee Promotion Letter

22nd August, 2013

I have been working in my current position for three years and have excelled in the various responsibilities I have taken up during this tenure.

I have performed consistently, meeting and even exceeding the expectation of my supervisors, which can be seen in my appraisals. I have been constantly taking up additional responsibilities and have been filling up for other positions quite often.

Therefore I would like to request you to consider my request for my promotion to the post of Senior Manager-Marketing. As per company policies, I would like to ask from you an increase in my salary and added perks.

Look forward to having a meeting with you on the same.

Thanking you,

With Regards

Jagdish Bhattacharya

Manager-Marketing

Employee Promotion Letter Template

From,

Date: _____ (The Date on Which Letter is Written)

To Sumita Suryavanshi

Subject: Employee Promotion Letter

22nd August, 2013

I have been working in my current position for _____ (duration) years and have excelled in the various responsibilities I have taken up during this tenure.

I have performed consistently, meeting and even exceeding the expectation of my supervisors, which can be seen in my appraisals. I have been constantly taking up additional responsibilities and have been filling up for other positions quite often.

Therefore I would like to request you to consider my request for my promotion to the post of _____ (designation). As per company policies, I would like to ask from you an increase in my salary and added perks.

Look forward to having a meeting with you on the same.

Thanking you,

With Regards

----- (Name of the issuer)

----- (Designation of the issuer)

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