

## JOB PROMOTION REQUEST LETTER

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## Introduction

A good employee always seeks a promotion to move up on the ladder of his career growth. Even in today's scenario corporate are giving promotions to their internal employees instead of searching for an outside talent. But at certain times, employees request their higher management to give job promotion to them for their professional growth. For that purpose, they write a request letter for the same.

## Job Promotion Request Letter Tips

Few tips should be considered for writing an effective job promotion request letter:

- Firstly it is essential to be modest while writing a request letter for job promotion.
- Tone of the letter should be formal expressing your professionalism.
- You must also mention in your letter the experience in your organization. This will leave a positive impact.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

## Sample Job Promotion Request Letter

To,

Mr. Patrick Coleman

General Manager

UGC Infrastructures Pvt. Ltd.

Ohio.

Date (Date on which letter is written)

From,

Smith Jones

Sales Manager

Sub: Requesting for job promotion

Dear Mr. Coleman,

I would like to bring to your kind attention that I am really enjoying my work in your organization for the past three years. I have really learned a lot in your organization which will truly help me in moving ahead in my career. I am sure that you will also not deny that I have always proved myself in achieving my targets and contributing to the growth of the company. Therefore, I request you to kindly consider me eligible for the job promotion. This will help in increasing my confidence level and I will take my company to greater heights.

I hope you will consider my request and give me a promotion. I look forward to have a positive response from you.

Thanking you,

Yours sincerely'

Smith Jones

## Job Promotion Request Letter Template

To,

\_\_\_\_\_

\_\_\_\_\_

Date (Date on which letter is written)

From,

\_\_\_\_\_

\_\_\_\_\_

Sub: \_\_\_\_\_

Dear \_\_\_\_\_,

I have been working in your organization for the past six years and have gained a lot of experience while working in your organization. I have always worked hard on every project and successfully completed the same. Now I would like to move ahead in my career. Therefore, I request to consider me for the promotion and promote me to the post of \_\_\_\_\_.

I assure you, if given a chance, I will prove to be an asset to the company and will take the company to greater heights. I look forward to have a favorable response from you.

Thanking you,

Yours sincerely'

(\_\_\_\_\_)

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