

LETTER FOR ASKING PROMOTION

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Introduction

The Letter for asking Promotion is written to convey one's desire to get promoted. The best way to ask for a promotion is to write a formal letter to the senior authorities and discuss the same. The letter should talk about the employee's past performance and the post he/she seeks promotion to.

Letter for asking Promotion Tips

Tips of writing the Letter for asking Promotion:

- The letter should be addressed to the appropriate authority only.
- The letter must be written in a formal manner and must not be lengthy
- The letter is written keeping in mind the application procedure for the promotion process

Sample Letter for asking Promotion

From,

Date: _____ (Date on Which Letter is Written)

To Rajesh Singhanian

Subject: Letter for asking Promotion

I am writing to you to express my interest in the position of HR manager.

I have been working in my current position for 3 years and have excelled in the various responsibilities I have taken up. I have performed consistently, meeting and even exceeding the expectation of my supervisors, which can be seen in my appraisals.

The position of HR manager will help me bring to the table the experience and expertise I have acquired during my role as a Senior HR Executive. Also I feel I am equipped to transition into a leadership role and positively influence the HR team.

As per company policy, I am eligible for this position and hence would like you to consider my request for a promotion.

Looking forward to having an interaction with you on the same.

Thanking you,

With Regards

Sameer Kalyani

Senior HR Executive

Letter for asking Promotion Template

From,

Date: _____ (Date on Which Letter is Written)

To Rajesh Singhania

Subject: Letter for asking Promotion

I am writing to you to express my interest in the position of HR manager.

I have been working in my current position for _____ (duration) years and have excelled in the various responsibilities I have taken up. I have performed consistently, meeting and even exceeding the expectation of my supervisors, which can be seen in my appraisals.