**Included:**

Introduction

Letter asking for promotion Tips

Sample Letter asking for promotion

Letter asking for promotion Template

Letter asking for promotion

Letters.org

**Introduction**

When you have worked with a certain firm for a given period of time, you would naturally feel like you can contribute more with your experience and knowledge. In case you have not been offered a promotion yet, but you feel like you deserve one, you can raise a request asking for a promotion.

**Letter asking for promotion Tips**

A letter requesting for a promotion must include:

* A strong reason why you think you deserve the promotion
* The high points of your career while working for the firm
* Significant skills that will help you at the higher job post.

Sample Letter asking for promotion

From,

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_ ( Your name and address)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ ( The name of the person, designation and address)

Date: \_\_\_\_\_\_\_\_\_\_\_ ( Date on which letter is written)

Sub: Request for promotion from the post of Assistant Content Editor

Dear Sir/Madam,

It has come to my notice through an advertisement on the internet that our firm is looking for a suitable candidate for the post of Senior Content Editor. I would like to put forth my interest in this position and am forwarding my application for the same.

I have a degree in Arts with an honorary degree in Journalism. I have been working as Assistant Content Editor for the last 2 years. During my term here, I have been involved in the development and management of content for all our major projects. I have even received an award for successful completion of the Ferns. Inc website content.

I believe that my contribution to all these projects has had a significant role in their completion. I feel that I am now ready to take a role in the company that has a lot more responsibilities. I do believe that I have the skill and the knowledge to contribute significantly and ensure more benefits to our organization.

I hope you consider me for the requested post.

Yours Sincerely,

Sneha Ramkrishnan

# Letter asking for promotion Template

# From,

# \_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_ ( Your name and address)

# To,

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_ ( The name of the person, designation and address)

# Date: \_\_\_\_\_\_\_\_\_\_\_ ( Date on which letter is written)

# Sub: Request for promotion from the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your current post)

# Dear ¬¬¬¬¬\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sir/Madam,)

# It has come to my notice through an advertisement on the internet that our firm is looking for a suitable candidate for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_( post that you want to apply for). I would like to put forth my interest in this position and am forwarding my application for the same.

# I have a degree in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (educational qualification) . I have been working as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( your current post) for the last \_\_\_\_\_\_\_\_\_\_\_( you tenure). During my term here, I have been involved in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( Name significant projects that you have worked for. Mention awards, if any)

# I believe that my contribution to all these projects has had a significant role in their completion. I feel that I am now ready to take a role in the company that has a lot more responsibilities. I do believe that I have the skill and the knowledge to contribute significantly and ensure more benefits to our organization.

# I hope you consider me for the requested post.

# Yours Sincerely,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and signature)

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org