

## LETTER ASKING FOR PROMOTION

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## 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)

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