

## WRITING A PROMOTION LETTER

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## Introduction

Writing a Promotion Letter can be a tricky task in case one has not done it before. A request letter for promotion is written to the senior/reporting manager or someone in the Human Resource Department as per the company policies and procedures. The letter is written to bring management's attention to the employee's promotion. The letter should include the accomplishments of the employee throughout his/her tenure in the organization.

## Writing a Promotion Letter Tips

Tips of writing the Writing a Promotion Letter:

- The letter should be addressed to the appropriate personnel of the organization
- The letter must be written to the point and should be well constructed. The letter should be able exhibit the proper flow of thought of the writer.
- The letter is written to formally request the management to consider an employee for promotion

## Sample Writing a Promotion Letter

From,

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

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To Raghuvendra Sharma

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

Subject: Application Letter for Promotion

I am writing this letter in reference to my promotion for the post of Senior Operations Manager. I have been a part of the organization for the past three years and have been promoted to the current position last financial year. I have worked on various successful projects throughout my employment with the organization. I have always been open to learning new things and taking up new responsibilities.

I was given an appraisal three months ago by my supervisor Mr.Rakesh Verma. He has been very impressed with my style of working and my overall performance. My learning has increased immensely in the 3 years that I have worked under his guidance.

I would like to request you to consider my request for my promotion to the above said post. I feel that I am ready to take up greater responsibility and challenges.

Please let me know in case of any clarifications on the same.

Thanking you,

With Regards

Sakshum Khanna

Assistant Manager-Operations



## Writing a Promotion Letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To Raghuvendra Sharma

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: Application Letter for Promotion

I am writing this letter in reference to my promotion for the post of \_\_\_\_\_ (Designation). I have been a part of the organization for the past \_\_\_\_\_ years and have been promoted to the current position last financial year. I have worked on various successful projects throughout my tenure. I have always been open to learning new things and taking up new responsibilities.

I was given an appraisal three months ago by my supervisor \_\_\_\_\_. He has been very impressed with my style of working and my overall performance. My learning has increased immensely in the \_\_\_\_\_ (Number of years) years that I have worked under his guidance.

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I would like to request you to consider my request for my promotion to the above said post. I feel that I am ready to take up greater responsibility and challenges.

Please let me know in case of any clarifications on the same.

Thanking you,

With Regards

----- (Name of the issuer)

----- (Designation of the issuer)

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