

Letter to Manager for Promotion

ACME GLOBAL Company

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FROM

TO

Dear _____,

I truly appreciate for taking the time to read this letter and consider my request. I would like to inform you that I am interested in the _____ position for the _____.

I've been with the company for _____ years and I am confident that I feel ready for this position and its challenges. I hope that my hard work ethic and dedication in my current position are enough to be considered for a promotion.

Here are the following accomplishments I've done for this year so far:

Although I am truly proud of my achievements, I fully acknowledge that I am part of a hard-working and fast-paced team and I appreciate your continued support. I am aware of the time, commitment and expanded skills required by this new position I am requesting for, and I am confident that I can successfully fulfill the job's responsibilities.

I would be truly grateful if I am considered for this promotion and I thank you for your time.

Thank you for your consideration.

Kind regards,