**APPEAL LETTER**

Dec. 25, 20XX

Arnold Jobhaver

Administrative Assistant

123 Fake St. ajobhaver@email.com

Dear Fatima Manageria,

I am writing to appeal a decision that you recently made regarding my promotion, which occurred on the 12th of January. I currently understand that I am not a candidate for promotion this year to assistant manager of the department. However, I believe that I make an excellent candidate for this position and therefore encourage you to reconsider your decision.

During my five years with the company, I have worked tirelessly with the manager to achieve the goals and objectives of the business, and I believe that my sales record can vouch for this. I also regularly take on the role of team leader in my department when necessary, and believe that

I have the skills required to become an assistant manager, which is why I was rather disappointed to hear that I am not a candidate for the position. I kindly ask that you reconsider your decision, as I believe that my dedication to this office, my confidence and my strong ability to delegate and manage others make me a perfect candidate for this role. I look forward to hearing from you at your earliest convenience.

Sincerely,

Arnold Jobhaver