Promotion Request Letter Sample

Employee’s Name  
Position in the Company  
Name of the Company  
  
DATE  
  
Employer’s Name  
Position in the Company  
Name of the Company  
  
Dear Employer’s Name:  
  
I have been working on the Sustainable Energy Project for the past four years and have learned extensively about each aspect of the project. I would like to express my gratitude for being part of the team. I am writing this letter to request a promotion to a higher position in the company. I believe I have learned well from you and my colleagues and am ready to head a project.   
  
This company has made great strides in the field of sustainable energy, and I am proud to have been a part of the success. I have worked extensively in communications and have greatly extended the profile of the company.  
  
​The details of my contribution are in the enclosed resume. I believe I can contribute even more to future projects as a leader. A promotion at this time would be a great motivator for me, as I would feel that my contribution was recognized as valuable.

I believe in the aims of this company and would like to help further its mission in a position of leadership. I am hoping for a positive response from you. I have enclosed my resume to date with a list of my contributions to the Sustainable Energy Project as well as a letter of recommendation from the project head. I would be happy to discuss my request with you at a time of your convenience. I can be reached at [555-123-4567] or [Name@email.com].  
  
Thank you for considering my request.   
  
Sincerely,  
  
Employee’s Signature  
Employee’s Name printed  
List of enclosures