Promotion Request Letter

(Sender’s address)

(Date when the letter was written)

(recipient address)

Subject: Promotion request letter

Dear (Recipient name),

I would like to request for promotion to the position of (position in consideration). I have been in my current role for (number of years). I believe my experience, achievements and acquired skills make me the best person for promotion to (position).

I joined the organization 7 years ago as a (position) then I got promotion after 3 years to my current position. I have always worked hard with a promotion to this position in mind. 2 years ago, I requested my head of department to be my mentor to prepare me for a promotion to (position). I feel I am now ready for the transition.

I have successfully delivered in my current role. I was awarded the best employee in the team last year based on performance against peers. I have also acquired different skills in my current role that I believe have made me suitable for the position. These include (outline skills). I successfully undertook a project on (project) that greatly enhanced delivery of the department’s objectives last year. All these are some of the key skills needed to be (position).

If I get this promotion, I believe the company will greatly benefit from my experience and skills. I would also like to request for a face-to-face discussion where I can highlight my strengths further.

Yours sincerely,

(name)

(current designation)