

PROMOTION REQUEST EMAIL EXAMPLE

Subject: Request for Promotion

Dear Mr. / Mrs. [Last Name of the Recipient],

It is my pleasure to be a part of this great and well-esteemed organization. Recently I have completed four years of my employment here at the [mention Name of the Company] as an Assistant Accounts Manager. The reason I am writing this letter is that I want you to consider me for the open position of Executive Accounts Manager.

As stated, it's my fourth year at [mention Company's Name] and I have learned a lot during this period. Now I feel that I am ready to take the next step, challenge my abilities, and explore new opportunities.

I have always been a punctual and hardworking employee of this company on whom everyone can count. All my colleagues are like my family and I have very friendly relationships with all of them. Moreover, I am always very cooperative and helpful toward my colleagues. You can get feedback about my performance and my behavior from my colleagues. I am sure they will speak highly of me.

Moreover, I also get your support and appreciation every now and then, for which I am greatly thankful to you. Also, when the former Executive Accountant was on a long leave three months ago, I managed all their responsibilities during that time. I handled all their meetings, assignments, and projects and was always able to meet all the deadlines.

I also realize that it was not only me but it was a team effort without which we would not be able to do that in such a better way. But I remember, you and the executive management of the company were amazed at my performance and appreciated me a lot.

I realize that if I get promoted to this new position, it will make my position vacant. However, I would like to offer all my assistance to make sure this gap gets filled soon. Upon your request, I can also recommend a few employees who are already working with me directly. I feel they have great potential and anyone of them can take over my responsibilities.

Thanks a lot for your valuable time. I expect to get a positive response from you and I hope that you will seriously consider my request.

Yours Truly,

[Sender's Name]

[Sender's Current Position]

[Sender's Contact Details]