

# Sample Job Promotion Request Letter

## **Request a job promotion**

From:

Jennifer Richmond,  
Team Member,

Project A,

Software Solutions Ltd,  
Brighton.

To:

Kenneth Johnson,

Vice President,

Software Solutions Ltd,

Brighton.

17<sup>th</sup> June, '08.

Dear Mr. Johnson,

At the outset let me tell you that it has been a great learning experience for me being a part of the (Project A team). I have been on the (team, for the past 3 years).

However, I think time has come for me to move up the ladder, so that I would be in a better position to implement all that I have learned over the past (3 years). A promotion at this juncture in my career would not only boost my motivation and enthusiasm but it would also prove to be beneficial to the company.

I assure you of my continued sincerity and dedication and hope that the company would be able to give me an opportunity to serve it in a better capacity.

Thanking You,