

PROMOTION REQUEST LETTER FOR EMPLOYEE

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Subject: -----

Dear -----,

I ----- (mention your name) working as ----- (mention job title) with the company since ----- (mention time). During my work tenure, I have worked on many crucial projects including ----- (mention the list of projects).

The projects have been important for the company and have received a positive response from the clients as well. I joined as a ----- (mention title) in the year ----- and since then, I have learned and earned knowledge about many aspects of ----- (mention the industry). I am bringing all my credentials and role insights by sharing the details of the clients I have worked with.

Recently, I got to know that the position of ----- (mention promotion title) is available and you have requested a list of candidates internally who can fill the position. You can also ask about my work ethics and work process with my superiors and subordinates.

I am attaching all the documents for your reference and verification to complete the process. In case you need any other document or arrange a face-to-face discussion, then feel free to reach out to me anytime.

Yours sincerely,
(Signature)
John Vick Foby