

Letter of Intent for Job Promotion

To Manager
ACK enterprises
New York

Dear Sir,

I have come to know about the vacancy for the post of Senior Officer in your bank. I am writing this letter to apply for this post.

I am currently working in ABC bank as Officer. I have a total experience of 7 years, four years in my current position of Officer in the Sales Department and the other three years as a Junior Officer in the same department.

With my huge experience in the Sales Department, I feel that I am eligible enough for the Senior Officer post at your bank. As a Sales Officer, I have many responsibilities such as handling the customers, opening new accounts, increase CASA and many more. I won 3 awards as an employee of the year and also have many certifications.

It would be my pleasure to work in your organization as a Senior Officer. Kindly accept my resume for consideration for this job and allow me to serve at your bank. I look forward to hear from you.

Yours sincerely,

Ben

