

FROM

TO

Dear _____,

I truly appreciate for taking the time to read this letter and consider my request. I would like to inform you that I am interested in the _____ position for the _____.

I've been with the company for _____ years and I am confident that I feel ready for this position and its challenges. I hope that my hard work ethic and dedication in my current position are enough to be considered for a promotion.

Here are the following accomplishments I've done for this year so far:

Although I am truly proud of my achievements, I fully acknowledge that I am part of a hard-working and fast-paced team and I appreciate your continued support. I am aware of the time, commitment and expanded skills required by this new position I am requesting for, and I am confident that I can successfully fulfill the job's responsibilities.

I would be truly grateful if I am considered for this promotion and I thank you for your time.

Thank you for your consideration.

Kind regards,

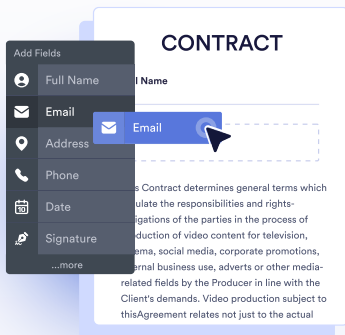


Thanks for using **Letter to Manager for Promotion!** To edit this PDF with **Jotform Sign**, sign up for a free Jotform account today.

[EDIT PDF](#)

Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.



JOTFORM PDF EDITOR

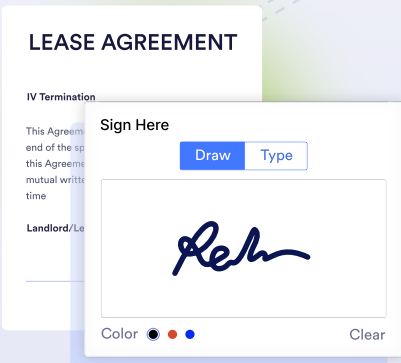
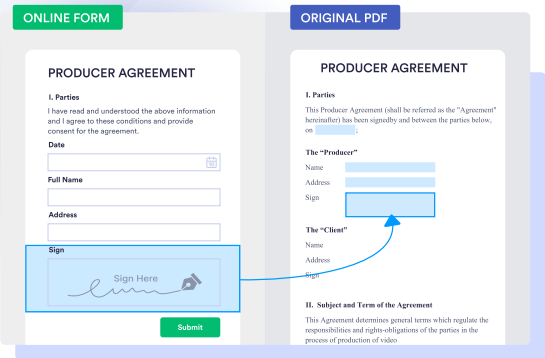
Turn form submissions into PDFs automatically — ready to download or save for your records.

[Go to PDF Editor >](#)

SMART PDF FORMS

Convert your PDF files into online forms that are easy to fill out on any device.

[Go to Smart PDF Forms >](#)



JOTFORM SIGN

Collect e-signatures with Jotform Sign to automate your signing process.

[Go to Jotform Sign >](#)

These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.