**Sample Employee Promotion Letter**

From:

Mr. /Ms ……………. (Full Name)

……………………   (Designation)

Letter No. ….. MD/Promotion/Mktg/1/2010

To:

The Managing Director

…………………. (Name of Company)

Dear Sir,

Sub: Request for consideration for Promotion.

I served the company with full dedication and sincerity for two years on the post of manager marketing. Resultantly, I have been awarded with adequate performance appraisal by my head of department. The reason behind good appraisal was accomplishment of set targets.

It is requested you to draw your kind attention the mater fact on the basis of performance shown in last years. Kindly raise my salary with all commitment perks as per company policy.

Thanking you.

Yours sincerely,

………………..

(Designation)

Place …………… Dated ……………