

Letter for Self Justification for Promotion

[Your Name]

[Your Title]

[Your Address]

[City, State, Zip Code]

[Date]

[Company's Name]

[HR Person or Manager's Name]

[HR Person or Manager's Title]

[Company's Address]

[City, State, Zip Code]

I would like to take this opportunity to explain why I believe I deserve a promotion.

First and foremost, I have been with the company for almost four years and have demonstrated my loyalty and dedication during that time. I have consistently gone above and beyond the call of duty, taking on additional responsibilities whenever possible. I have also been an active participant in team initiatives and projects, always eager to contribute my skills and expertise.

Secondly, I have consistently achieved outstanding results in my role. My performance reviews have always been positive, and I have received numerous accolades from clients and colleagues alike. I am confident that I have the skills and experience necessary to excel in a more senior role.

Finally, I understand that there are other deserving candidates for this promotion. However, I believe that my combination of experience, skills, and commitment make me the best candidate for the job. I am confident that I can provide value in a more senior role and would be grateful for the opportunity to prove myself.

Thanks again for your time and for considering my request. If you accept, I can schedule a meeting to discuss this.

Sincerely,

[Your Signature]

[Your Name Printed]

List of enclosures: [i.e., resume]