**JOB PROMOTION LETTER OF INTENT**

[EMPLOYEE NAME]

[EMPLOYEE ADDRESS]

EMPLOYEE CITY, STATE, ZIP CODE]

Date: [DATE]

[EMPLOYER NAME]

[EMPLOYER ADDRESS]

[EMPLOYER CITY, STATE, ZIP CODE]

Dear [EMPLOYER NAME],

I, [EMPLOYEE NAME], am writing this Letter of Intent to put forward my request to be considered as a candidate for the position of [REQUESTED POSITION].

In my time working as [CURRENT POSITION], I have proven myself to be an asset to [NAME OF ORGANIZATION] by: [DESCRIPTION OF HOW EMPLOYEE HAS BEEN A VALUABLE EMPLOYEE].

Furthermore, I have distinguished myself by: [GIVE 1 OR 2 EXAMPLES OF THE EMPLOYEE'S OUTSTANDING ACHIEVEMENTS].

As [REQUESTED POSITION], I will be able to bring additional value to [NAME OF ORGANIZATION] by [DESCRIPTION OF HOW EMPLOYEE WILL BE ABLE TO DO MORE FOR THE EMPLOYER FOLLOWING THEIR PROMOTION].

If you have any questions regarding this request or if you require any documentation or references, please contact me at [PHONE NUMBER/EMAIL ADDRESS]. Thank you for your time and consideration regarding my candidacy for [REQUESTED POSITION/TITLE].

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/)

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name