

# JOB PROMOTION LETTER OF INTENT

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

Date: \_\_\_\_\_

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

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 \_\_\_\_\_. Thank you for your time and consideration regarding my candidacy for \_\_\_\_\_ [Requested Position/Title].

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

