

Template: Promotion Justification Document

Introduction Letter

[Your Name]

[Current Date]

To: [Recipient's Name(s)]

Express gratitude and state the purpose of the document

Thank you for your guidance and support during my tenure at [Company Name]. I have appreciated the opportunity to grow within the organization and contribute to our collective success.

As I reach my [specific tenure milestone], I am seeking a promotion to:

- Proposed New Title:
- Proposed New Salary

Briefly state why the promotion is appropriate, emphasizing your contributions and alignment with the company's growth and vision.

Justification for Promotion

Expansion of Role

Describe how your role has expanded beyond its original scope, demonstrating increased responsibilities and leadership.

[Category or Project]

- [Key Contributions and Achievements]

[Category or Project]

- [Key Contributions and Achievements]

Major Accomplishments

Highlight significant accomplishments that showcase your value and impact within the company.

- [Specific Accomplishment]: Describe the project, its impact, and any metrics or outcomes that demonstrate success.
- [Additional Accomplishments]: Continue to list any other major accomplishments relevant to your role.

Alignment with Company Goals

Detail how your contributions align with the company's goals, values, and strategic direction.

- [Describe your understanding of the company's business goals and how your efforts contribute to achieving them.]
- [Provide examples of how you've helped drive the company forward, supported growth, or created new opportunities.]

Qualifications and Competencies

Reference specific qualifications, skills, and competencies that make you an ideal candidate for the promotion.

- **Leadership:** Demonstrated ability to lead cross-functional teams and projects.
- **Expertise:** Recognized as a subject matter expert in [specific field or industry].
- **Team Development:** Mentored and developed team members, fostering growth and increasing departmental performance.
- **Budget Management:** Successfully managed budgets, achieving [mention any notable financial efficiencies or savings].

- **Customer Focus:** Delivered high levels of customer satisfaction through [mention specific initiatives or projects].

Alignment with [Company's Competency Framework]

Match your attributes with the company's competency framework, if applicable.

- [Include competencies such as communication, problem-solving, innovation, etc., and provide examples of how you meet or exceed these competencies.]

Future Focus and Goals

Outline your vision for the future in the new role and how you plan to continue contributing to the company's success.

- Strategic Goals: [e.g., Maximize team efficiency, align strategies with corporate goals, strengthen market position, etc.]
- Personal Growth: [e.g., Continue to build thought leadership, lead with creativity, etc.]

Conclusion

Reaffirm your commitment to the company and your enthusiasm for taking on new challenges in the proposed role.

I am excited about the opportunity to continue contributing to [Company Name]'s success and am eager to take on new challenges as [Proposed New Title].

Thank you for considering my request for promotion.

[Your Signature]
[Your Name]
[Current Job Title]