**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]