To

[Name Here]  
[Designation]  
[Company Name]  
[Address]

Date:

Re. Justification Letter for the Recommendation of Promotion

Dear Sir,

I am Steve Lowman, the Assistant Developer in your company. I have been working here for the last four years. I have been committed to my work and been a very industrious and honest employee. I have been hard-working, professional, and very dedicated to my work during my employment in this company. I joined this company on 28th January 20XX with this comment that I lack the experience to be posted on the designation of Manager. After an evaluation and two-day training, I was recruited as an Assistant Manager by saying that I will be promoted on the designation of the manager once I complete a certain time here and get the required experience.

Sir, this day marks the completion of my four springs in this company as an Assistant Manager. I have enjoyed working as an Assistant Manager and thus I learned a lot during these years. It added so much to my faculties and capabilities and made me able to request a promotion. Sir, after spending four years I realize that I have gained all the required experience in the field of management that I can be promoted as a Manager.

Moreover, after the resignation of Mr. George Addison, the designation of the manager has been lying vacant. On the grounds of my gained experience, closed area of work, and spending four promising years of job, I cogitate that I deserve the promotion to the vacant seat of Manager. I shall be thankful if you take some time out to consider and review my justification. Please respond to me at [email]. Thank you.

Regards

Steve Lowman  
The Assistant Manager  
I-Labs Area Services  
56-M F-4, D Square, California, USA