

Mr. Shyam Modi
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01 February, 2020

To,
Mr. S.K. Venkatraman
The Deputy General Manager – Accounts,
ABC Pharmaceuticals Ltd.
10056, Lane 3 Industrial Notified Area,
Pune, Maharashtra

Subject: Application for considering promotion.

Respected Mr. S.K. Venkatraman,

Greetings of the day!

As your kind self is aware, I am serving our reputed organisation _____, as _____ since _____. I have been discharging all my duties and responsibilities at the best of my abilities and had accomplished all the given tasks successfully with desired results and that too within its stipulated time frame. I am very much punctual on my duty and maintain a good discipline and character during all these years. I complete all assigned work with accuracy and efficiency. In every important task, where I am required to match deadlines on short notices, I deliberately stayed back and had it done successfully; which was even acknowledged by your kind self.

Moreover below mentioned are value additions I made to this organisation during my association till now which benefited our company in terms of money as well as quality and reputation wise.

- 1) _____
- 2) _____
- 3) _____

I am very much satisfied with my work; our organisation's working culture, all my seniors and colleagues and feel proud to be associated with such a reputed organisation. I see my bright future with this esteemed organisation.

From Human Resource Department, I came to know that there is a vacancy for the post of _____ in _____ department. As I am adept with all level of our organisational / departmental works hence I am interested in taking on more of a leadership role with our company and believe that my expertise with experience will help me excel as _____. I hereby propose your kind self and management to consider me for the above referred position. I have persuaded _____ last year and with that I am additionally qualified along with my experience. Find enclosed herewith my updated resume for your ready reference.

Please feel free to call me up in person if you want to discuss anything on this further. It will be a great gesture from your kind side acknowledging my whole hearted efforts towards our esteemed organisation; if you consider this application. I assure you the same intensity of devotion and dedication in all my future endeavours; benefiting our esteemed organisation each day with all sincere efforts.

I anticipate a positive response from your kind end. Please look into the matter and do the needful and oblige.

Thank you.

Yours Faithfully,

Mr. Shyam Modi
Senior Accounts Manager
ABC Pharmaceuticals Ltd.

Encl: Resume Copy