

Letter of Appreciation

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to express my heartfelt appreciation for your recent elevation to [New Position] within our team. This achievement is well-deserved and a testament to your hard work, dedication, and the immense value you bring to our organization.

Your leadership skills and commitment to excellence have not gone unnoticed. I have no doubt that you will continue to inspire those around you and lead our team to new heights as you take on this new role.

Congratulations once again on this significant accomplishment. I look forward to seeing all the great things you will achieve in your new position.

Best regards,

[Your Name]

[Your Position]

[Your Company]