

Dear [Manager's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt thanks for considering me for the promotion to [Position Title]. It is truly an honor to be recognized for my contributions and potential within the team.

I appreciate the faith you have in my abilities, and I am excited about the possibility of taking on new challenges and responsibilities. Please let me know if there is anything further you need from my side during this evaluation process.

Thank you once again for this incredible opportunity. I look forward to continuing to contribute to our team's success.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]