

Congratulations on Your Promotion!

Dear [Employee's Name],

It is with great pleasure that I extend my warmest congratulations on your recent promotion to [New Position]. Your hard work, dedication, and leadership have truly set you apart, and this achievement is well-deserved.

Your contributions to the team have been invaluable, and we are excited to see how you will continue to excel in your new role. We are confident that you will take on your new responsibilities with the same passion and commitment that you have always demonstrated.

Once again, congratulations on this significant milestone in your career. We look forward to witnessing your continued growth and success within the company.

Best regards,

[Your Name]

[Your Position]

[Company Name]