

# Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally acknowledge my recent promotion to [New Position] at [Company Name]. I am truly grateful for this recognition and the trust placed in me by the management.

This opportunity not only inspires me to further excel in my role but also strengthens my commitment to contribute positively to our team and the organization's objectives. I look forward to taking on the new responsibilities and continuing to grow with [Company Name].

Thank you once again for this incredible opportunity. I am excited about what the future holds.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]