

Congratulations on Your Promotion!

[Date]

Dear [Recipient's Name],

Congratulations on your well-deserved promotion to [New Position]! Your hard work, dedication, and commitment to excellence have truly paid off, and this achievement is a testament to your skills and leadership.

We are excited to see how you will contribute to our team in your new role and are confident that you will continue to thrive and inspire those around you.

Once again, congratulations! We look forward to celebrating this significant milestone with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]