

# Letter of Appreciation

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for the opportunity I had during the recent promotion assessment. The process not only allowed me to showcase my skills and dedication but also provided me with valuable feedback and insights.

I want to thank you and the assessment committee for your time and consideration. I truly value the support and guidance I received, and it has inspired me to continue striving for excellence within our organization.

Thank you once again for this opportunity. I look forward to contributing even more to our team.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]