

Subject: Heartfelt Thanks for the Promotion Opportunity

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for the opportunity to be considered for the recent promotion to [New Position]. It is an honor to be recognized for my contributions to our team.

This opportunity not only highlights the confidence you have in my abilities but also motivates me to contribute even more to our organization. I am excited about the potential challenges and learning opportunities that lie ahead.

Thank you once again for your support and belief in my capabilities. I am looking forward to continuing to grow with [Company Name].

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]