

Dear [Manager's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for considering me for the promotion to [Position Title]. I am truly honored by your confidence in my abilities and the opportunities that lie ahead.

Thank you for your support and guidance throughout my tenure at [Company Name]. I am eager to take on the challenges that come with this new role and continue contributing to our team's success.

Once again, thank you for this incredible opportunity. I look forward to the possibility of advancing my career with [Company Name].

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]