

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for considering me for the [specific position] promotion within our team.

It is truly an honor to be recognized for my contributions, and I am excited about the possibility of taking on new challenges and responsibilities. I appreciate the trust and support you have shown me throughout my time here.

Thank you once again for this opportunity. I look forward to continuing to work hard and contribute to our team's success.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]