

Dear [Manager's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for the opportunity to participate in the promotion process. Being considered for a higher position within the team is an honor, and I truly appreciate the confidence you have shown in my abilities.

The support and guidance I have received from you and the team throughout this process have been invaluable. I am excited about the prospect of contributing even more to our department and continuing to grow within the company.

Thank you once again for your encouragement and for believing in my potential. I look forward to taking on new challenges and responsibilities as we move forward together.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]