

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for considering me for the promotion to [Position Title]. It means a lot to me to know that my contributions to the team are recognized.

I am excited about the opportunity to take on greater responsibilities and to further contribute to [Company Name]. Thank you once again for your support and confidence in my abilities. I look forward to discussing this opportunity further.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]