

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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 be considered for the promotion during the recent evaluation process. It has been a rewarding experience to contribute to [Company Name] and grow alongside such a remarkable team.

Thank you for your support, guidance, and feedback throughout this process. I greatly appreciate your recognition of my efforts and the opportunity to continue to develop my skills in this new role. I am excited about the possibilities ahead and look forward to contributing even more to [Company Name].

Once again, thank you for your trust and support.

Warm regards,

[Your Name]