

Congratulations on Your Promotion!

Dear [Colleague's Name],

I am thrilled to hear about your recent promotion to [New Position]! Your hard work and dedication have truly paid off, and this achievement is well-deserved.

Your leadership and commitment have always inspired those around you. I have no doubt that you will continue to excel in your new role and make a significant impact on our team and the company.

Please let me know when you're available to celebrate this remarkable milestone!

Congratulations once again!

Best regards,

[Your Name]