

Dear [Friend's Name],

I hope this message finds you well! I wanted to take a moment to share my recent promotion journey with you.

As you know, I've been working at [Company Name] for [X years/months], and I recently took on additional responsibilities as [New Position]. The road to this promotion was filled with both challenges and learning opportunities.

In the beginning, I set clear goals for myself: [Briefly describe goals]. I sought feedback from my colleagues and mentored under [Mentor's Name], which helped me refine my skills.

After successfully completing [specific projects or tasks], I felt more confident in my abilities. I made it a point to communicate my achievements and contributions during performance reviews, and I'm grateful for the support from my team and management along the way.

Receiving the news about my promotion was surreal! I truly appreciate all the encouragement you've offered throughout this journey. Let's catch up soon--I'd love to hear about what's new with you!

Warm regards,
[Your Name]