

Thank You for the Promotional Opportunity

Dear [Manager's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for the recent promotion to [Position Title]. I am truly honored to have been considered for this opportunity.

This new role represents a significant step in my career, and I am excited to take on the added responsibilities that come with it. I appreciate the trust and confidence you have placed in me, and I am committed to contributing my best to our team and the organization.

Thank you once again for this incredible opportunity. I look forward to making a positive impact in my new position.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]