

Letter of Appreciation

Date: [Insert Date]

Dear [Employee's Name],

I am writing to express my heartfelt appreciation for your dedication and hard work that led to your recent promotion to [New Position]. Your commitment to excellence and unwavering professionalism have not gone unnoticed.

Your contributions to our team have significantly impacted our success, and I am confident that you will continue to excel in your new role. Thank you for your relentless effort and passion for your work.

Congratulations once again on this well-deserved promotion! I look forward to seeing all the great things you will accomplish.

Warm regards,

[Your Name]

[Your Position]

[Your Company]