

Congratulations on Your Promotion!

Dear [Recipient's Name],

I am thrilled to hear about your recent promotion to [New Position] at [Company Name]. This achievement is a testament to your hard work, dedication, and the incredible talent you bring to our team.

Your leadership and commitment have not gone unnoticed, and I am confident that you will excel in your new role. This promotion is well-deserved, and I look forward to seeing the great things you will accomplish.

Congratulations once again on this significant milestone! Wishing you all the best in your new position.

Best regards,

[Your Name]

[Your Position]

[Your Company]