

Congratulations on Your Career Progression!

Dear [Employee's Name],

I am thrilled to take this opportunity to congratulate you on your recent promotion to [New Position]!

Your hard work and dedication have truly paid off, and this achievement is a testament to your skills and contributions to our team. It's been inspiring to watch your career grow here at [Company Name], and we are excited to see what you will accomplish in your new role.

We believe that your leadership and vision will greatly benefit our organization, and we look forward to supporting you as you embark on this new chapter of your career.

To celebrate this milestone, we would like to invite you to a small gathering on [Date] at [Time] in [Location]. It will be a great opportunity to celebrate your success with the team!

Once again, congratulations on this well-deserved recognition! Wishing you all the best in your ongoing journey.

Best regards,

[Your Name]

[Your Position]

[Company Name]