

# Letter of Appreciation for Promotion Opportunity

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to express my heartfelt gratitude for the opportunity to be considered for a promotion within [Company's Name]. I appreciate the trust and confidence you have shown in my abilities.

This opportunity not only signifies recognition of my efforts but also motivates me to continue delivering my best work. I am excited about the potential to contribute further to our team's success in a more significant role.

Thank you once again for this opportunity. I look forward to the possibility of taking on new challenges and responsibilities within [Company's Name].

Sincerely,

[Your Name]