

Letter of Appreciation for Career Advancement Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my sincere gratitude for the career advancement offer to [specific position] at [Company's Name]. I am truly honored and excited about the opportunity to further contribute to our team and grow within the organization.

Your belief in my abilities and potential means a great deal to me. I look forward to embracing the challenges that come with this new role and to working closely with you and the team to achieve our goals.

Thank you once again for this incredible opportunity. I am eager to begin this new chapter in my career.

Warmest regards,

[Your Name]