

Subject: Celebrating Your Well-Deserved Promotion!

Dear [Employee's Name],

I am thrilled to extend my heartfelt congratulations on your recent promotion to [New Position]. This achievement is a testament to your hard work, dedication, and exceptional skills.

Your contributions to [Department/Team Name] have been invaluable, and your leadership qualities have not gone unnoticed. You have consistently gone above and beyond, inspiring your colleagues and driving our projects to success.

As you step into this new role, I am confident that you will continue to excel and push the boundaries of excellence. We are excited to see how you will lead us into the future.

Once again, congratulations on this well-deserved recognition. Let's celebrate soon!

Best regards,

[Your Name]
[Your Position]
[Your Company]