

# Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to express my sincere congratulations on your recent promotion to [New Position]. This achievement is a testament to your hard work, dedication, and outstanding contributions to [Company Name].

Your commitment to excellence and your ability to lead and inspire your team has not gone unnoticed. You have consistently set a high standard and have paved the way for future successes within the organization.

We are incredibly proud of you and are excited to see how you will continue to make a positive impact in your new role. This is just the beginning of even greater accomplishments.

Once again, congratulations on your well-deserved promotion. Wishing you all the best as you take on this new challenge.

Warm regards,

[Your Name]

[Your Position]

[Your Company]