

Letter of Appreciation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere appreciation for your acceptance of the promotional offer extended to you. We are excited to see you step into your new role as [New Position] and are confident that your skills and experience will greatly benefit our team.

Your contributions have always been invaluable, and we believe this new position will help you to further excel and drive success within our organization. Thank you for your commitment and dedication to [Company Name].

Congratulations once again! We look forward to your continued success and leadership in your new capacity.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]