

Letter of Gratitude

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[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 heartfelt gratitude for the acceptance of my promotional offer for the [Job Title/Position] at [Company Name]. I am truly honored and excited to take on this new role.

Thank you for believing in my potential and providing me with this opportunity. I am committed to contributing my best efforts to advance our team's goals and to help [Company Name] succeed.

Looking forward to our continued collaboration and to making meaningful contributions together.

Warm regards,

[Your Name]