

Dear [Employee's Name],

I am thrilled to hear about your acceptance of the promotion to [New Position]. Your hard work and dedication have truly paid off, and this new role is a testament to your exceptional contributions to our team.

Thank you for your continuous commitment to excellence. I am confident that you will thrive in this position and further empower our team with your leadership.

Congratulations once again on this well-deserved achievement!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]