

Letter of Gratitude

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to express my heartfelt gratitude for the recent promotion to [New Position]. I truly appreciate the recognition and trust you have shown in my abilities and contributions to our team.

This opportunity means a lot to me, and I am excited to take on new challenges and responsibilities. I am committed to continuing to work hard and contribute to the goals of our team and the success of [Company Name].

Thank you once again for your support and encouragement. I am looking forward to this new chapter in my career.

Sincerely,

[Your Name]

[Your Position]