

Congratulations on Your Promotion!

Dear [Recipient's Name],

I am thrilled to hear of your promotion to [New Position]! Your dedication and hard work have truly paid off, and this recognition is well-deserved.

This new role comes with exciting challenges and opportunities, and I have every confidence that you will excel. Your leadership qualities and passion for [specific skills or attributes] will undoubtedly inspire those around you.

Please let me know if there is any way I can support you as you transition into this new chapter of your career.

Once again, congratulations! I am so happy for you and look forward to seeing all that you will accomplish.

Warm regards,

[Your Name]

[Your Position]

[Your Company]