

Letter of Gratitude for Internal Position Change

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for the opportunity to transition into the [New Position] role within our team. I truly appreciate your support and belief in my abilities to take on this new challenge.

This change not only represents a significant step in my career but also shows the trust you and the leadership team have in my potential. I am eager to contribute to our goals in this new capacity and am committed to delivering my best work.

Thank you once again for this amazing opportunity. I look forward to continuing to grow and succeed together.

Sincerely,

[Your Name]

[Your Current Position]