

Letter of Sincere Gratitude for Job Elevation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I want to take a moment to express my sincere gratitude for the recent elevation in my position to [New Job Title].

This opportunity means a great deal to me, and I am truly thankful for your confidence in my abilities. I am excited to take on new challenges and continue contributing to our team's success.

Thank you once again for your support and guidance. I look forward to working together in this new capacity.

Warm regards,

[Your Name]