

To,

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Date: (Date on which letter is written)

From,

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Sub: Sincere thanks for the promotion

Dear Sir,

I want to extend my sincerest thanks to you for believing in me and considering me for the promotion. I am truly obliged and inspired by your decision. I assure you, I will give my best to come up to your expectations and you will not regret this decision of promoting me to the position of Finance Manager.

The fact that you have so much faith and confidence in my capabilities makes me want to work even harder. I assure you that I will deliver my 100 percent for all duties assigned responsibly and will not let you down.

Thanking you once again for providing me this wonderful opportunity.

Yours Sincerely,

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(Mr. Peter Rogers)  
Finance Manager