

*[Your Name]*

*[Address]*

*[City, State ZIP Code]*

*[Email Address] [Date]*

*[Recipient Name]*

*[Address]*

*[City, State ZIP Code]*

Dear [Recipient Name],

I am writing to express my heartfelt congratulations on your new job at [Company Name]. I am so proud of you, and I am sure that this is only the beginning of a long and successful career.

Your hard work and determination have finally paid off, and I am confident that you will excel in this new role. Your skills and experience make you the perfect candidate for this position, and I have no doubt that you will make a valuable contribution to the company.

Please know that I am here for you if you need anything, and I am looking forward to hearing about your progress and successes in this new role. I am sure that your talent and drive will take you far in your career.

Once again, congratulations on this exciting new opportunity. I wish you all the best in your new role.

Warmest regards,

*[Your Signature]*

*[Your Name]*