

*[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 warmest congratulations on your recent promotion to [New Position]. I am so proud of your hard work and dedication, and I know that you will excel in your new role.

Your commitment to your job and your exceptional performance have been an inspiration to us all. Your efforts have not gone unnoticed, and I am sure that your new position will bring you even greater success and fulfillment.

I know that you will continue to be an asset to the company, and I am looking forward to seeing all that you will achieve in this new role. Please don't hesitate to reach out if you need any support or assistance.

Once again, congratulations on your well-deserved promotion. I wish you all the best in your new role.

Warmest regards,

*[Your Signature] [Your Name]*