[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CONGRATULATIONS ON YOUR PROMOTION**

Dear [CONTACT NAME],

I have just heard about your recent promotion to the position of [POSITION]. Congratulations! I am sure that our company has made a very astute selection and that you will do well in your new job as [POSITION].

I know the hard work and dedication that you have shown to earn the recognition you presently enjoy at [COMPANY NAME], and it is a great pleasure for me to see your endeavours recompensed.

I send my best wishes for your success in your new position.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]