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Date: DD/MM/YY

Recipient's Job Designation:

Recipient's Company Or Organization Name:

Subject: Thank you for the promotion

Dear [Mr./Ms./Mrs.] [Name Of The Recipient],

Thank you for the promotion to the role of senior manager and for supporting me throughout my career. I am grateful to you for recognizing my hard work and skills which made me eligible for this new role. I am eagerly looking forward to beginning to work in the new position.

Your guidance on how to handle difficult situations has made me resilient. Throughout my career, you helped me hone my skills that significantly contributed to the development of my career. I also sincerely appreciate the time you took to advocate my candidacy for the promotion. Thank you for that.

I promise you that I will work even harder and see that I don't disappoint you. Once again, thank you for the promotion to the role of a senior manager. It wouldn't have been possible without you.

Sincerely,

[Your First Name] [Your Last Name]

Signature





