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Date: DD/MM/YY

Recipient's Job Designation:

Recipient's Company Or Organization Name:

Subject: Expressing my gratitude for promotion

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

Thank you for recognizing my hard work and rewarding me with a promotion. I believe that achieving this milestone couldn't be possible without your constant backing and support. The knowledge that you have imparted to me truly helped me in advancing my career. Particularly, your feedback helped me better my skills which I think made me eligible for this promotion.

I promise you that I will never disappoint you and keep honing my skills for much better opportunities. Thank you, again, for considering me worthy of the promotion.

Sincerely,

[Your First Name] [Your Last Name]

Signature



