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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],

I am writing this letter to thank you for the recent promotion. This company has given me a lot of opportunities, and I am sincerely grateful to the company. You have constantly backed my abilities and this wouldn't have been possible without your role in my professional development. Your feedback was particularly instrumental in my development. Thank you for all that you have done for me.

I look forward to future responsibilities and challenges that come with this promotion. Again, I sincerely thank you for the promotion.

Respectfully,

[Your First Name] [Your Last Name]

Signature





