

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I would like to thank you for my recent promotion and the chance to lead the new project. I am sincerely grateful for your faith in me and for offering me the new responsibility. I feel it is an absolute honor.

This new project will be a thrilling beginning for me and my team. We intend to keep you updated on the progress. I am sure you will love the outcomes.

Sincerely,

----- (Sender Name)