Your Name Here

[Month] [Day], [Year]

[First Name] [Last Name] [Job Title]
[Company Name]
[Mailing Address]
[City], [State] [Zip Code]

Dear [First Name or Courtesy Title and Last Name],

I am writing today to let you know how much I appreciate being promoted to the position of [insert job title]. I am so proud to be a part of the [insert company name] team and am excited to have the opportunity to move up to a higher-level position with greater responsibility within the company. I know this wouldn't be possible without your confidence and support.

The experience I have gained working under your leadership as part of the [insert team name] team over the past [insert length of time] is a primary reason that I am ready for this step in my career. It's hard to express just how much your confidence in my abilities and potential means to me as I transition into this new role. You played a major role in helping me acquire the skills and abilities that have prepared me to advance within the company.

Thank you for your confidence in me and your willingness to help me make progress toward accomplishing my career goals. I appreciate you and all that you have done for me, as well as for the [insert team name] team and [insert company name] overall. I'm proud to be your colleague and grateful for this opportunity.

Regards,

[First Name] [Last Name]

LOVE to KNOW
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