

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Friend's Name]
[Friend's Address]
[City, State, ZIP Code]

Dear [Friend's Name],

I hope this letter finds you well. I wanted to take a moment to congratulate you on your job transition! This is such an exciting time, and I am thrilled for you as you embark on this new chapter in your career.

Transitioning to a new job can be both exhilarating and nerve-wracking, but I know you have the skills and determination to thrive. Remember to take things one step at a time and stay confident in your abilities. Let's celebrate this milestone soon! I'd love to hear all about your new role and your plans for the future.

Wishing you all the best in this new adventure. You've got this!

Warm regards,

[Your Name]