

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my gratitude for the recent promotion to [New Position] that I have received. I am both honored and excited to take on this new role and to continue contributing to the success of our team.

Since joining [Company's Name] on [Start Date], I have been committed to [Specific Goals or Values Related to the Company]. I believe that my contributions, particularly in [Mention Specific Projects or Responsibilities], have helped in achieving our team's objectives.

I look forward to embracing the challenges that this new position brings and to working closely with you and the rest of the team to drive [Company's Goals or Vision]. Thank you once again for this opportunity.

Sincerely,

[Your Name]
[Your Job Title]