

Formal Congratulations Letter for New Job

Subject: Congratulations on Your New Position

Dear [Recipient Name],

I am writing to extend my warmest congratulations on your new role as [New Job Title] at [Company Name]. This achievement reflects your skills, commitment, and professionalism.

I wish you great success and satisfaction in your new position and trust that you will continue to excel.

Sincerely,

[Your Name]

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