

Formal business congratulations letter

Dear [Mr./Ms. Last Name],

On behalf of [Company Name], I would like to extend our sincerest congratulations on your recent engagement announcement.

This joyous occasion marks the beginning of a wonderful new chapter in your personal life, and we are delighted to share in your happiness. Your dedication and professionalism have made you a valued member of our organization, and we are pleased to celebrate this milestone with you.

As you embark on the journey toward marriage, please know that [Company Name] fully supports you during this exciting time. Should you require any accommodation for wedding planning or related activities, please do not hesitate to discuss your needs with Human Resources.

We extend our congratulations to your fianc   as well and wish you both a lifetime of happiness, prosperity, and shared success.

Congratulations once again on this wonderful news.

Respectfully,

[Your Name]

[Title]

[Company Name]

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