

Appreciative and Encouraging Promotion Letter

Subject: Congratulations on Your Promotion

Dear [Employee Name],

It gives us immense pleasure to announce your promotion to [New Position] effective [Date]. Your commitment, creativity, and consistent performance have truly set you apart.

We are grateful for your valuable contributions and look forward to seeing your continued success in this new role. Congratulations on this achievement!

Warm regards,

[Manager Name]

[Company Name]

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