

Professional Thank You Email to Direct Manager

Subject: Thank You for the Promotion Opportunity

Dear [Manager's Name],

I wanted to express my sincere gratitude for the promotion to [New Position Title]. This opportunity represents not only professional advancement but also your confidence in my abilities and potential. Over the past [time period], I have learned tremendously under your guidance and mentorship. Your support has been instrumental in my professional development, and I am excited to apply the skills and knowledge I've gained in this new role.

I am committed to exceeding expectations in my new position and contributing meaningfully to our team's continued success. Thank you once again for believing in me and providing this incredible opportunity.

I look forward to discussing my transition plan and new responsibilities with you soon.

Best regards,

[Your Name]

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