

# Formal Thank You Letter to HR Department

Subject: Formal Acknowledgment and Appreciation for Promotion

Dear HR Team,

I am writing to formally acknowledge and express my gratitude for my recent promotion to [New Position Title], effective [Date].

I appreciate the thorough and fair evaluation process that led to this decision. The professionalism and efficiency demonstrated by your department throughout the promotion process has been exemplary.

I understand the responsibilities and expectations that accompany this new role, and I am fully committed to meeting and exceeding them. Please let me know if there are any additional documentation or administrative requirements I need to complete as part of this transition.

Thank you for facilitating this important career advancement and for your continued support of employee growth within our organization.

Respectfully,

[Your Name]

[Employee ID]

[Current Date]

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