

Thank You Letter to Mentor or Sponsor

Subject: Deep Gratitude for Your Mentorship and Support

Dear [Mentor's Name],

I wanted to share some wonderful news with you and express my heartfelt gratitude for the role you've played in my career development. I have been promoted to [New Position Title], and I know this achievement is largely due to your exceptional mentorship and guidance.

Your willingness to share your expertise, provide honest feedback, and advocate for my professional growth has been transformative. The skills, perspectives, and confidence I've gained through our relationship have prepared me for this new challenge.

I am excited to apply the lessons you've taught me in this expanded role and to continue growing under your guidance. Your investment in my career means more than you know, and I hope to pay it forward by mentoring others as I advance.

Thank you for believing in me and for being such an inspiring leader and mentor.

With profound appreciation,

[Your Name]

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