To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Appreciation Letter for Job Promotion**

Dear Sir/Madam,

I am writing this letter to officially appreciate you for believing in me and promoting me to the position of [mention new job title/designation]. I am extremely grateful to you that you accepted my request and gave me the opportunity to work as [mention new job title/designation] of [mention company name].

I assure you that I will show more dedication and put in more efforts to fulfill my responsibilities. Thanks a lot once again for trusting me and I will not disappoint you at all. I will be looking forward to your support and guidance.

Best Regards.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]