[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Congratulations on getting a New Job**

Dear [name of the Recipient],

This is to congratulate my best friend and colleague at the [mention Sender’s Company Name] for getting a new job as the [mention Job Title/Position] of [mention Company’s Name]. I want to let you know that I am really very glad for you as you were very excited about getting this job.

I hope that you will stay in touch after leaving this company and will not forget me. Feel free to ask me if I could be of any help to you during your transition period.

Best of Luck!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]