[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Congratulations on Promotion**

Dear [name of the Recipient],

This is to congratulate you on being promoted from [mention Previous Job Title] to [mention New Job Title]. Your achievements and dedication to your work convinced the executive management of the company to take this decision.

I want to let you know that I am very happy for you. But don’t forget that with great power comes great responsibility. However, I believe you will accept all the challenges and will keep fulfilling your responsibilities just like always. I am also certain that you will keep proving your worth to the organization in the future with your skills and professionalism.

All the very best for your future!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]