July 29, 2026

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: CONGRATULATIONS ON YOUR PROMOTION

Dear [CONTACT NAME],

I just heard about your recent promotion to the position of [POSITION]. Congratulations! I am sure our firm has made a very wise choice and that you will excel in your new role as [POSITION].

I know how hard you have worked to earn the recognition you presently enjoy at [NAME OF FIRM] and that's why it was a great pleasure for me to see your efforts finally rewarded.

Please accept my best wishes for your success in your new position.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com