

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Congratulations on Promotion – Letter 1

Dear :

Congratulations on your promotion at {name}. I am so happy to know that your hard work and dedication has paid off. You deserve this promotion for all that you have done. Just as you performed an excellent job as {old position}, I know that you will do just as well as {new position}.

Once again, congratulations and good luck.

Sincerely,

N A M E