

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 2

Dear :

Congratulations! I recently heard of your promotion from {old position} to {new position}. You are now on your way up the corporate ladder. I am very happy for you and your success. It is wonderful to know that your hard work and 60 hour weeks are paying off. I wanted to wish you all the best of luck in your career. May tidings of raises and promotions be with you always.

Once again, congratulations, you deserve it.

Sincerely,

N A M E