

CONGRATULATION LETTER – PROMOTION

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Introduction

The Letter for Promotion is written to convey one's good wishes to colleague/senior/friend that got a promotion at work. The letter should be formal and must congratulate the individual on their contribution to the organization. It should be a letter of appreciation and not include any kind of negative words.

Congratulation Letter – Promotion Tips

Tips of writing the Letter for Promotion:

- The letter should be addressed properly
- The letter must be written in a concise manner and must be appreciative in its content
- The letter is written to formally congratulate a person for their professional success

Sample Congratulation Letter – Promotion

From,

Date: _____ (Date on Which Letter is Written)

To Mr. Singh

Subject: Congratulation Letter for Promotion

It gives me great pleasure in congratulating you for your professional success. It's a delight to hear the news that you have been promoted to the post of General Manger. I heard the news today morning and couldn't stop myself from personally wishing you for the same.

I must say that all this is a result of your hard work and determination. You have been able to gather accolades for your department and have been appreciated by your seniors at various occasions.

You have contributed greatly to the team as well as the organization and giving your best at every situation.

Once again, I congratulate you for your promotion. All the very best for all your future endeavors and may you touch the pinnacle of success with your consistency and dexterity.

Thanking you,

With Regards

John Smith

Marketing Head

Congratulation Letter – Promotion Template

From,

Date: _____ (Date on Which Letter is Written)

To Mr. Singh

Subject: Congratulation Letter for Promotion

It gives me great pleasure in congratulating you for your professional success. It's a delight to hear the news that you have been promoted to the post of _____ (Designation). I heard the news _____ (time or day) and couldn't stop myself from personally wishing you for the same.

I must say that all this is a result of your hard work and determination. You have been able to gather accolades for your department and have been appreciated by your seniors at various occasions. You have contributed greatly to the team as well as the organization and giving your best at every situation.

Once again, I congratulate you for your promotion. All the very best for all your future endeavors and may you touch the pinnacle of success with your consistency and dexterity.

Thanking you,

With Regards

----- (Name of the issuer)

----- (Designation of the issuer)

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