**Included:**

Introduction

Promotion Thank you Letter Tips

Sample Promotion Thank you Letter

Promotion Thank you Letter Template

Promotion Thank you Letter

Letters.org

**Introduction**

The Promotion Thank You Letter is written to convey one’s gratitude to the management for offering the employee a promotion in the organization. The promoted employee must write a thank you letter to express their gratitude towards the senior personnel in the organization.

The letter should not be used as a medium to share bad experiences with the organization as it leaves a bad impression on the management. It must be appreciative and should promise the management of better work performances.

**Promotion Thank you Letter Tips**

Tips of writing the Promotion Thank You Letter:

* The letter should be addressed properly to the senior authorities
* The letter must be written in a concise manner
* The letter is written to thank the management for considering the employee for promotion
* The letter must include the employee’s confirmation of the official promotion letter offered by the management

Sample Promotion Thank you Letter

From,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (The Date on Which Letter is Written)

To Sumita Suryavanshi

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Subject: Promotion Thank You Letter

22nd August, 2013

I would like to take this opportunity to thank the management for offering me the post of Senior Marketing Manager. I am extremely pleased to accept this opportunity. Throughout my five years at the company I have always tried to deliver to the best of my capabilities and knowledge.

I am very excited to take up this opportunity which I am sure is full of exciting challenges and learnings. I assure you that I will deliver to my best of my knowledge and work towards taking the company to newer heights. Your constant guidance and motivation has inspired me in the past and will continue to do so in the future.

I have submitted all the requested documents by the Human Resource Department.

Once again, I thank you for considering me worthy of this position.

Thanking you,

With Regards

Jagdish Bhattacharya

Manager-Marketing

# Promotion Thank you Letter Template

# From,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

#

# Date: \_\_\_\_\_ (The Date on Which Letter is Written)

# To Sumita Suryavanshi

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Subject: Employee Promotion Letter

# 22nd August, 2013

# I would like to take this opportunity to thank the management for offering me the post of \_\_\_\_\_\_ (Designation). I am extremely pleased to accept this opportunity. Throughout my \_\_\_\_ years at the company I have always tried to deliver to the best of my capabilities and knowledge.

# I am very excited to take up this opportunity which I am sure is full of exciting challenges and learnings. I assure you that I will deliver to my best of my knowledge and work towards taking the company to newer heights. Your constant guidance and motivation has inspired me in the past and will continue to do so in the future.

# I have submitted all the requested documents by the Human Resource Department.

# Once again, I thank you for considering me worthy of this position.

# Thanking you,

# With Regards

# ------------- (Name of the issuer)

# ------------- (Designation of the issuer)

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org