

PROMOTION THANK YOU LETTER

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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)

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