

Date: [Insert Date]

Dear [Manager's Name],

I am writing to express my heartfelt gratitude for your outstanding leadership and unwavering support during your time as our manager. Your dedication, vision, and genuine commitment to both the team's success and our individual growth have left an indelible positive mark on all of us.

Under your exceptional guidance, I have learned and achieved so much, and I am truly appreciative of the opportunities, encouragement, and trust you consistently provided. Your ability to inspire excellence and foster a collaborative, positive work environment has set a remarkable example for everyone.

Congratulations on your well-deserved promotion! I am confident that your remarkable drive and leadership qualities will bring you continued success in your new role. Wishing you all the best as you embrace this exciting new chapter of your career-may it be filled with achievement, growth, and new opportunities.

Thank you once again for being such an incredible manager and mentor. Please keep in touch-I look forward to hearing about your continued accomplishments.

Sincerely,  
[Your Name]