

[Date]

Dear [Friend's Name],

I hope this note finds you in great spirits! I wanted to take a moment to express my heartfelt appreciation for the unwavering support and kindness you have shown me over the years. Your friendship has been a truly positive force in my life, and I am so grateful for everything you do.

I was absolutely thrilled to hear about your recent job promotion! Congratulations on this incredible achievement—you have certainly earned it with your hard work, talent, and dedication. Seeing your efforts rewarded brings me so much joy, and I cannot think of anyone more deserving of this success.

Your passion and commitment continue to inspire me, and I am so excited to watch you embark on this next chapter and reach new heights. I know you will excel in your new role, and I am cheering you on every step of the way.

Thank you again for being such an amazing friend. Let's celebrate your achievement soon!

With heartfelt appreciation and warmest congratulations,

[Your Name]