

Dear [Supervisor's Name],

I would like to extend my heartfelt congratulations on your recent advancement to [new position/title]. This achievement is a testament to your exceptional leadership, unwavering dedication, and the positive influence you have had on our team.

I am sincerely grateful for your guidance and support throughout my time working with you. Your ability to inspire and motivate those around you has not only contributed to my professional growth but has also fostered a collaborative and dynamic team environment. Your commitment to excellence consistently sets a powerful example for us all.

I am excited to see the continued positive impact you will make in your new role. Congratulations again on this well-deserved success, and thank you for being such an outstanding mentor and leader.

Wishing you all the best as you embark on this new chapter in your career.

Sincerely,
[Your Name]