

Subject: Congratulations on Your Well-Deserved Promotion!

Dear [Team Member's Name],

I wanted to take a moment to extend my heartfelt congratulations on your recent promotion to [New Position]. This achievement is a true reflection of your dedication, hard work, and the positive impact you have consistently made within our team.

Your commitment, professionalism, and collaborative spirit have always set a great example for all of us. I am personally grateful for your valuable contributions and the support you have offered me and the rest of the team along the way.

Thank you for your outstanding efforts and for continuously going above and beyond. I am genuinely excited to see the incredible things you will accomplish in your new role, and I look forward to continuing to work together to achieve our goals.

Congratulations again on this well-deserved promotion!

Best regards,
[Your Name]