**LETTER TO CONGRATULATE ON NEW JOB**

**[Date]**

Subject: Letter of congratulations a new position

Dear **[name of employee],**

It is to inform you that congratulations for your new promotion to the post of **[mention the name of the post the recipient is being promoted to].** You have immensely worked hard for this promotion and finally this position is yours. **[Mention the name of the company]** is so proud of you and is really amazed to see you working so hard not only for the promotion but also for the company. **[Mention the name of the company the recipient works for]** thinks that you will be an amazing fit for this position and make our company prouder in the future.

The way you make this job look easy is just amazing and I can say it with guarantee that this is the best possible position for you. This has happened for the first time in my **[mention the years of experience the sender has]** years of working experience that a fresher is being promoted to **[mention the post to which the sender is being promoted]** within just 2 years. Promoting you to this new position is like an asset to us as we all know that you will take **[mention the name of the company]** to a whole new level.

You have never failed to amaze us by showing us your working skills. You have performed immensely well whether it be a team project or a solo project. You have proved to us that you can do any kind of work with or without anyone’s help. Your punctuality and hard work from day 1 has helped our company achieve a new place in the market in just **[mention the duration]** years.

The amount of respect you show to our company is just unbelievable and I must say that no one else deserved this promotion more than you. I wish you all the best for your future.

Regards

**[Signature]**

**[Name of Officer]**

**[Designation]**

**[Company Name]**