**LETTER TO CONGRATULATE ON NEW JOB**

**[Senders Name]  
[Address line]  
[State, ZIP Code]**

**[Letter Date]**

**[Recipients Name]  
[Address line]  
[State, ZIP Code]**

Subject: Congratulations on your new role

Dear **[Name of Employee],**

Let me be the first to congratulate you on a well-deserved promotion. I have heard great things about your accomplishments in the Assistant Regional Sales Lead role. I sincerely hope that you realise all your dreams and aspirations for the new job. All the very best!

Sincerely,

**[Senders Name]  
[Senders Title]**