**LETTER TO CONGRATULATE ON NEW JOB**

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

**[Letter Date]**

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

Subject: congratulates for a new job

Dear **[Recipients Name],**

I have just been told that you have got yourself a new job. Well done! I know that the first job is often the most difficult task to obtain. I know that you did a lot of research and searching to find this position. Remember though Carson's Graphic took you on merit, and it is your skills that will enable you to succeed. All the best for a new and successful career, and make sure you stay in touch.

Sincerely,  
  
**[Senders Name]  
[Senders Title]**

**[Contact Number]**