**LETTER TO CONGRATULATE ON NEW JOB**

Subject: I am so happy for you and your new role

Shyam,

It is so great to see the company reward your hard work, determination, and your positive attitude. I am excited for you and cannot wait to see your accomplishments in your new CX lead role. I know your team will be glad to be guided by one of their own.

Your new responsibilities may seem a little heavy, but I know you can handle them. Let me know if you need any help or assistance. You can reach out to me whenever you need advice.

Congrats and all the very best for this exciting new chapter of your career!

Best wishes,

Chintan