**LETTER TO CONGRATULATE ON NEW JOB**

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

**[Letter Date]**

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

Hi **[Name of Employee],**

Congratulations and all the best on your new work role with Wave wood Studios. My colleague Hari speaks highly of your editorial skills. I am sure you are going to achieve great success in the future.

All the best,

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

**[Contact Number]**