Subject: Great job on your promotion!

Hello Won,

Congratulations! You have worked hard, and it has certainly paid off. I want to tell you how proud I am of you. I am happy to see how you have developed over the past five years, and I cannot wait to see what you do in your new role as office manager. I know that suddenly having a new job title can be overwhelming, but this is an exciting time to look forward to. I cannot wait to see what new skills and experiences you gain. I know that you are up to the task no matter what challenges you face in the future. If you ever need anything from me, please reach out.

Best wishes,  
Amon