Lin,

Congratulations on your well-deserved success! It could not have come to a more worthy person. I have enjoyed watching you begin as a receptionist and develop your skills over the years. It was not a surprise when I heard the news that you are the new regional manager. You have worked hard to get where you are, and I am glad your manager finally awarded you the promotion you deserve. You may have more responsibilities now, but I know you are more than equipped to handle them. I am proud to have a friend and a coworker like you.

Sincerely,
Mia