**Subject Line:** Congratulations!

Dear Dahlia,

Congratulations on the new position as Director of Finance at Woodstein & Burns! This is such a wonderful opportunity for you. Our loss will be W&B's gain, and I know you'll do such a fantastic job over there.

I'm sad to see you go, and I'll certainly miss our Monday morning coffee runs, but I feel certain that you're making the right choice by accepting this position.

Let's keep in touch, please! I'm eager to hear how the new position treats you.

Wishing you all the best,

Marcus  
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123-555-XXXX