

**FROM**

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**TO**

Dear \_\_\_\_\_,

I have received the promotion letter for the \_\_\_\_\_ position in the \_\_\_\_\_ Department. I sincerely appreciate and thank you for selecting me to receive this promotion. I am truly excited for this opportunity to serve our company in my full capacity.

I am fully informed and familiar with my new responsibilities. You can expect my commitment and dedication to this new post just like what I did in my previous position.

It is great to work in any department of \_\_\_\_\_. I was able to collaborate with my colleagues and my supervisors are very supportive.

Thank you for giving me this opportunity.

Sincerely,



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