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COMPANY NAME
123 Maple Street Anytown, PA 17101
info@example.com
www.example.com
(123) 1234567

Congratulation Letter for Promotion

Dear _____,

Congratulations for being the new _____ of _____! I have heard about your well deserved promotion through _____. All the effort and contributions you have shared are very much recognized. You have done a great job and very well deserve the promotion.

We trust that your office will be very much effective under your leadership and skills. The company is very fortunate to have you in the company and we wish you for your continued success.

Best wishes on your continued success.

Sincerely,



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