Promotion Thank You Letter is an opportunity for the employee to sincerely and briefly express the feelings of gratitude. Assure the company that you would persistently work hard creating a win-win situation. Remember do not include any bad experiences in a thank you note as they are referred for future performance appraisal.

Managing Director,

Protext Software Solutions

Banjara Hills,

Hyderabad

Respected Sir,

I am highly exultant to express myself on the deliverance of my promotion news as a Company’s Human Resource Manager. I would like to thank you for considering and analyzing my persistent efforts during the position of team leader. This esteemed and influential reward has motivated me to continue journey towards my destination.

On the other hand, this new position is an excellent opportunity for me that would determinedly improve my skills and knowledge to become a growth oriented person. Besides this, your support and direction has always been a source of guidance towards the right path. I humbly request you to allow certain positive changes in the company so that the rest of my colleagues could avail the opportunities too.

I promise to fulfill my new responsibilities effectively. Thank you so much for trusting on my capabilities.

Regards,

Yours sincerely,

Vikram,

Manager Human resources,

Protext Software Solutions