

Promotion Congratulation Letter

From,
Your name,
Name of the organization,
Your Address
City-state zip.

Date

Recipients Name
Recipients address
City, state zip.

Please accept my heartiest congratulation on your promotion as the regional sales manager. This new responsibility will give you immense power as you will be the responsible person for the entire region. I am sure you will utilize your power in growing further and achieving success.

I am happy for your achievement and you truly deserve it as you have really worked hard from past couple of years for this. I know that the company achieved maximum sales because of your team and your hard work and you have been always consistent in achieving your targets.

I am sure your family and parents must be very happy for you. Now that you are in a good position you can spend time with them and shower your affection to them. I am sure as the regional manager of the company you will achieve all the targets that the company has ahead for the current year and you will make the company one of the best in the market in sales and achieve all your goals which you have set for yourself.

Congratulations once again and all the best for your future

Yours sincerely,

Your name.