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Sample letters of congratulations

Congratulation letter example for a big win

Mya Mantel
Worldwide Inc.
5555 Future Drive

May 5, 2020

Dear Bryan,

I recently learned that you completed the new CRM implementation project. I know this was your first big task as a project manager and want to congratulate you on the successful implementation.

I observed you spend many dedicated hours with your team members and IT, gathering information, communicating efficiently and testing the CRM. Your efforts and patience led to this great accomplishment. We are very proud and grateful for your hard work.

Congratulations.

Sincerely,

Mya

[Job title]

Congratulations email sample for a promotion

Subject: Congratulations!

Dear Bryan,

It is with great pleasure that I read about your promotion to the Accounting Manager position in the company's internal newsletter.

Congratulations on this well-deserved promotion! I've seen you work many long hours



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and demonstrate a genuine interest and commitment to continuously improving both your workflow and that of office operations. It's clear you have the drive and potential needed to lead this team. Thank you for inspiring all of us to work hard and reach our goals. Enjoy the new position!

Sincerely,

Mya Mantel

[Job title]

Sample congratulation letter for a new job

Subject: Congratulations on the new job!

Dear Bryan,

I recently heard you were hired for the Project Manager position at Sunrise Insurance. Congratulations! I'm wishing you much success and happiness in your new job. I feel I can speak for the whole team in saying that you will be deeply missed.

I have no doubt that your skills and years of experience will prove to be a major asset to your new company. Please be sure to stay in touch.

All the best,

Mya Mantel

[Job title]

Sample congratulation letter for moving on

Mya Mantel
Worldwide Inc.
5555 Future Drive

May 5, 2020

Dear Bryan,



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Congratulations on your retirement! Your presence at our company is irreplaceable, you will be deeply missed. Thank you for all your hard work over the years—your contribution has been immense.

We wish you all the best in whatever the future holds for you. Please never hesitate to reach out, and enjoy some well-deserved rest and relaxation!

All the best,

Mya Mantel

[Job title]

Short messages of congratulations examples

- **For a service anniversary:** “Happy anniversary! We are proud to have you on our team. Thank you for all the contributions you’ve made in making our company successful.”
- **For a promotion:** “Congratulations on your recent promotion. Your talents and efforts have paid off. I’m convinced that your leadership will motivate your team and help them become more productive. I am happy for you!”
- **For a retirement:** “Congratulations on your retirement! Thank you for the motivation you brought to this team over the years. Your loyalty and hard work have brought much success to our company. Best wishes for this new stage of your life.”
- **For a new job:** “Congratulations on getting your dream job! I don’t know anyone better equipped. We will miss you, but I’m grateful to have known and worked with you. Your new company is lucky to have you.”
- **For a completed project:** “Congratulations on the successful implementation of the new marketing software. I’m impressed by your hard work and continued



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patience during this project. We are proud to have you as a member of this team.”

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