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How to Say Congratulations on a Promotion

Here are some steps you can take to send a message to congratulate a team member on their promotion:

1. Consider your relationship with the recipient
2. Write the message in a timely manner
3. State the occasion
4. Explain how you found out
5. Express praise

Best practices

Here are three best practices to apply when you write a congratulatory message for a team member's promotion:

1. Keep it simple and positive
2. Personalize the message
3. Include a heartfelt closing statement

Congratulations on a team member's promotion sample email message

"Dear Alex,

Congratulations on your promotion to Senior Project Manager at Creative Bridges Productions. I heard about your promotion on the company message board. You have done an amazing job in your current position, and it is terrific to see your hard work pay off.

I am glad we will be working together closely when you start your new position.

I hope you have continued success in your career.

Sincerely,

Dominic Grey"

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