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Sample letter of congratulations

The following are examples of a formal letter, email or short messages of congratulations:

Example of a formal letter of congratulations

Mia Smith

Worldwide Organisation

1234 Equity Street

Dear Frank,

I recently discovered that you had been promoted to the position of Senior Financial Analyst! I know this is a goal you have been working towards for several years and I want to congratulate you on your achievement.

I remember seeing you at the office after hours, working hard gathering information, analysing it and writing detailed reports. Your hard work, perseverance and patience have contributed to you being promoted. I'm very happy for you.

Congratulations!

Best regards,

Mia Smith

Example of a congratulations email

Subject: Congratulations!

Dear Frank,

I was so excited to read about your promotion to a Senior Financial Analyst position in the organisation's internal newsletter.

Congratulations on your promotion! You are an excellent example of how those who work hard achieve their goals. You have the drive and leadership skills to do well in your new role. Best of luck in your new position!



[Company Logo Delete or Replace]

Sincerely,

Mia Smith

Examples of short messages of congratulations

Here are some examples of short messages to congratulate colleagues or acquaintances:

- **For a work anniversary:** “Happy anniversary! I am proud to be in your team. Thank you for your thoughtful contributions to the team.”
- **For a promotion:** “Congratulations on your recent promotion. Your hard work and patience have paid off. I am confident that your leadership will improve the team’s productivity and success! I am very happy for you!”
- **For retirement:** “Congratulations on retiring! Thank you for your motivation and leadership of the team over the years. Your patience and hard work have made our team very successful! Best wishes for your retirement.”

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