**Dear [Name],**

Congratulations on your well-earned advancement! I was delighted to hear the news, and I am glad for you. This is a credit to your hard work and devotion to your career and the organization.

I've known you for **[x]** years and have always been pleased by your knowledge, talents, and dedication to your job. This promotion recognizes your excellent accomplishments and demonstrates your beneficial effect on the firm.

I am confident that you will flourish in your new job and continue to contribute significantly to the company's development and success. Please know that I am available to help you in any way possible, and I wish you the best in your new position.

Let's all get together to celebrate this remarkable achievement. Please let me know when is a good time for you, and we'll make plans.

Once again, please accept my heartfelt congratulations on your well-deserved promotion. I look forward to seeing all the beautiful things you will do in your new position.

**Sincerely,**

**[Your Name]**

**\* Please note that this is just an example. You can adjust according to the person you are addressing or your writing style.**