**Congratulation Letter Sample - Example**

**From:**Abdul Rashid,  
CEO, Venture Dive  
DHA Phase-5,  
Lahore.

**To:**Amana Azhar,  
Venture Dive, DHA -5,  
Lahore.

**Subject: Promotion Letter**

Dear Amana Azhar,

This is to inform you that, considering your performance in your last assignment, the management is pleased to give you a ’Promotion’ and appoint you as the head of the HR department, with effect from 01 April 2020.

Mr. Raziq Ali, the present head of the HR department has been transferred to the Head Office. Please accept my congratulation on a well-deserved promotion. Take over the new appointment immediately and get the required briefing from Mr. Raziq.

Wishing you the best of luck and looking forward to your contribution to your new assignment.

Yours Sincerely,  
Abdul Rashid.