

Sample of Compliment Letter

To,

XYZ

00, ABC, HIJKL

Date: DD/MM/YY

From,

JKL

11, ABC, WERTSubject: Compliment Letter

Dear XYZ ----- (Name of the person)

I am feeling proud to inform that you have been promoted for the position of Senior Sales Manager in the company. I would like to give my best wishes to you on your success. Your hard work and dedication have proved that you truly deserve this promotion. Please convey my regards to your family members as well on your promotion. I wish you all the best and I am sure that you will touch the greater heights of success.

Yours Truly,

ABC