

THANK YOU LETTER FOR PROMOTION CONSIDERATION

From,
Howard Hayden
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19-04-2014

To,
Dahlia Lee
1293 Tincidunt Street
Atwater Pennsylvania 76865
(882) 399-5084

Subject: (*****)

Dear Dahlia Lee,

I honestly appreciate that you are offering me the position of ‘Research associate’ at (name of company or organization). This is a viable break for me. Also, it is one such opportunity that will provide me with a chance of considerable development and progress.

Your direction and leadership ability has been important to my professional as well as personal development. Not only this, you have acknowledged my strengths and built upon them.

Thank you so much again, for your assistance and support to me. I will do my finest to never dissatisfy you.

Thanks a lot.

With sincere regards,
(Your Signature)
Howard Hayden

