

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Congratulations on your promotion to [New Job Title] and your upcoming relocation to [New City/Office Location].

This achievement is a testament to your hard work, dedication, and the significant contributions you have made to the team. While we will miss your presence here in the [Current Department/Location] office, we are thrilled to see you take this next step in your career.

We wish you the very best of luck as you settle into your new home and take on the responsibilities of your new role. We have no doubt that you will continue to achieve great success.

Best regards,

[Your Name]

[Your Title]

[Company Name]