

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to offer my warmest congratulations on securing your new position as [Job Title] at [Company Name].

I know how hard you have worked to reach this goal and how much this specific role means to you. Seeing your dedication and passion finally pay off is truly inspiring. They are incredibly lucky to have someone with your talents and drive on their team.

This is a major milestone in your career, and I have no doubt that you will excel and make a significant impact in your new environment.

I look forward to hearing all about your first week. Congratulations again on landing your dream job!

Best regards,

[Your Name]