

Thank You Email

Dear Friends,

Subject: Thankyou forthejob promotion.

I have just received a promotion. I would like to send a thanks email to my boss. Please help me to write it. Here I am writing a sample. Please add your valuable suggestions. Thanks.

June 24, 2022.

Mr. Dave Harsh,

Head of (address of the company)

Dear Mr. Priyanshu :

I would like to sincerely thank you for offering me the position of Hardware Manager in ABC corporation. I am very pleased to accept this promotion offer. You provide me the opportunity I seek.

Your Faithful,

Dhruv Prajapati.