



Dear [Boss Name],

Thank you for promoting me and giving me a raise. I am delighted with both and will continue to work hard for you and the team. I look forward to the additional responsibilities as [job title].

The new projects you assigned to me during the past year challenged me and made coming to work every day a joy. The time you've invested in me has paid off. I've grown as a leader and in my technical skills which will benefit the company in my new role.

I plan to pay it forward and find a newer employee to take under my wing, just as you did for me. Investing in people is time well spent as you have proven over and over again.

Thank you for all your support.

Sincerely,

[Your Name]