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advice women can trust
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Dear [Mr./Mrs. Last Name],

Thank you for recommending me for a promotion within the company. The fact that you feel I am ready to take on additional responsibility means a lot to me. I truly appreciate the support and guidance that you have shown me throughout my time with [XYZ company] and am truly grateful that you are helping me make forward progress toward achieving my long term goals. I appreciate your vote of confidence and look forward to continuing to work with you well into the future.

Sincerely,

[Your signature]