Messages of Congratulations

1. Read the email messages of congratulations below and discuss the questions.

1. What is the relationship between the writer and the recipient of each message?
2. How formal is each of the messages? What conveys the level of formality?

Message 1

Dear Johana,

Congratulations on your promotion! I am very happy and sad at the same time, as we are no longer going to be working together. I am sure you will be a great success in your new job. Let’s stay in touch.

Margaret

Message 2

Dear Ms. Mulai:

Please accept my congratulations on your promotion to Vice-President of ABC Ventures. I would like to wish you every success in your new position. I look forward to continued cooperation between our companies.

Sincerely yours,
Belinda Khan

2. Write an email message of congratulations for the situation below.

Situation

Moira, your co-worker of many years, has received an Employee of the Year Award. Write an email congratulating her on her achievement and wishing her good luck and success in the future.