

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the promotion to [New Job Title] that was offered to me on [Date of Offer]. I am truly honored and excited about this new opportunity to contribute to [Company's Name] in a larger capacity.

I understand that with this promotion come new responsibilities, including [List Key Responsibilities]. I am committed to embracing these challenges and contributing to the team's success. I look forward to working closely with you and the team to achieve our goals.

Thank you once again for this opportunity. I am eager to start this new chapter and to continue to grow within [Company's Name].

Sincerely,

[Your Name]