

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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] within [Department Name]. I want to express my heartfelt gratitude for this opportunity, and I am excited to take on the new responsibilities that come with this role.

I am firmly committed to the success of [Company's Name] and look forward to contributing to our goals. I am eager to bring my skills and enthusiasm to [specific projects or initiatives] to help our team excel.

Thank you once again for your trust in my abilities. I am ready to take on this new challenge and continue supporting our company's mission.

Sincerely,
[Your Name]