

Job Promotion Acceptance Letter

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 thrilled to formally accept the promotion to [New Position Title] that you offered me on [Date of Offer]. I genuinely appreciate the opportunity to take on this new role within [Company's Name].

During my time in my previous position, I have greatly enjoyed collaborating with our team, and I am excited to continue fostering that spirit of teamwork as I step into my new responsibilities. I believe our collective efforts have been the cornerstone of our success, and I am committed to further enhancing our collaborative environment and contributing to our shared goals.

Thank you once again for your trust in me. I am eager to get started in this new capacity and look forward to working closely with you and the team to achieve even greater success.

Sincerely,

[Your Name]