

[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 Position] that you offered me on [Date of Offer]. I am incredibly grateful for this opportunity and excited to contribute to our team's success in this new capacity.

I am looking forward to taking on new challenges and working closely with you and the team to achieve our goals. Thank you for believing in my abilities and supporting my growth within the company.

Best regards,

[Your Name]