

Job Promotion Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the promotion to [New Position] at [Company Name]. I am truly honored to take on this new role and to continue contributing to our team's success.

In this leadership position, I am committed to fostering a positive work environment, encouraging collaboration, and empowering our team members to excel in their roles. I believe that strong leadership is essential in guiding our team towards achieving both our immediate and long-term goals.

Thank you for your confidence in my abilities. I look forward to this new challenge and am excited to work closely with you and the team to drive our initiatives forward.

Sincerely,

[Your Name]