

[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 offer for the position of [New Position Title]. I am extremely grateful for this opportunity and the confidence you have shown in my abilities.

I am excited to continue contributing to [Company's Name] and look forward to taking on the new responsibilities associated with this role. Please let me know if there are any documents or further steps necessary on my part as I transition into this new position.

Thank you once again for this opportunity. I am looking forward to working closely with you and the team in the coming weeks.

Sincerely,

[Your Name]