

Dear [Manager's Name],

I am writing to formally accept the promotion to [New Job Title] that you offered me on [Date]. I am truly grateful for this opportunity and appreciate the trust you and the leadership team have placed in me.

This new role aligns perfectly with my career goals, and I am excited to contribute even more to [Company Name]. I am looking forward to the challenges and responsibilities that come with this position.

Thank you once again for this opportunity. I am eager to continue working with you and the team to achieve great results.

Sincerely,
[Your Name]
[Your Current Job Title]
[Your Contact Information]