

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 writing to formally accept the position of [New Position Title] as discussed in our recent meeting. I appreciate the trust and confidence you have placed in me, and I am excited about the opportunities this role presents.

In the coming months, I intend to leverage my skills in [specific skills relevant to the new role] to contribute to our team's objectives, particularly in [specific project or goal]. I am committed to collaborating with colleagues and clients to drive [company's] continued success.

Thank you once again for this incredible opportunity. I look forward to contributing to our team and achieving great results together.

Sincerely,

[Your Name]