

# Job Promotion Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 promotion to [New Position] at [Company's Name]. I am truly grateful for this opportunity and excited to take on new challenges and responsibilities.

I would also like to take a moment to express my sincere gratitude to you and my mentors, [Mentors' Names], for your unwavering support and guidance throughout my journey in this company. Your mentorship has been invaluable, and it has played a pivotal role in my growth and development.

Thank you once again for this incredible opportunity. I look forward to contributing further to our team's success and embracing the challenges ahead.

Warm regards,

[Your Name]