

# Letter of Acceptance for Job Promotion

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 promotion to [New Position Title] within [Company's Name]. I am grateful for this opportunity and appreciate the trust that you and the management team have placed in me.

My career goal remains focused on contributing to the overall success of our team while continuously enhancing my skills and leadership capabilities. I am excited about the prospect of taking on more responsibilities and furthering our department's objectives. I believe that in this new role, I can help drive innovation and improve our workflows.

Thank you once again for this incredible opportunity. I look forward to continuing to work with you and the team as we strive to achieve our goals.

Sincerely,  
[Your Name]