

Acceptance of Promotional Role

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally accept the offer for the [Promotional Role Title] position within [Department/Team Name]. I am excited about the opportunity to contribute to the team's success and to take on new challenges.

I would like to take this opportunity to acknowledge the incredible support and collaboration I have received from my team. Their hard work and dedication inspire me daily, and I look forward to leading us toward achieving our goals together.

Thank you once again for this opportunity. I am eager to get started in this new role and contribute to our ongoing success.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]