

Acceptance of Promotional Role

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] within [Department/Team]. I am grateful for the opportunity and excited to contribute to our team and company in this new capacity.

As I step into this role, I am eager to focus on [specific goals, e.g., improving team collaboration, enhancing product quality, driving sales growth], with the ultimate objective of [long-term company goal, e.g., increasing overall market share, achieving customer satisfaction]. I believe that by aligning my efforts with our team's vision, we can achieve remarkable outcomes.

Thank you again for your trust in my abilities. I look forward to contributing to our goals and supporting the success of our company.

Sincerely,

[Your Name]