

Letter of Acceptance for Promotional Role

Date: [Insert Date]

To: [Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally accept the offer for the position of [New Position] with [Company's Name]. I am truly honored to take on this new role and excited about the opportunities that lie ahead. I appreciate the trust you and the management team have placed in me.

Furthermore, I want to reaffirm my commitment to the company's values of [Insert Company Values, e.g., integrity, collaboration, innovation]. These principles resonate deeply with me, and I am determined to embody them in all aspects of my work and leadership. I believe that by aligning my efforts with our core values, we can further enhance our team's performance and contribute significantly to our organizational goals.

Thank you once again for this incredible opportunity. I look forward to working closely with the team in my new capacity and achieving great things together.

Sincerely,
[Your Name]
[Your Current Position]
[Your Contact Information]