

# Acceptance of Promotional Role

Dear [Manager's Name],

I am writing to formally accept the promotion to [New Position Title] within [Department/Team Name]. I am excited to take on new challenges and contribute to our team's success in this role.

As discussed, my start date in this new position will be [Start Date]. I appreciate the opportunity and look forward to working collaboratively with everyone.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]