

# Promotional Role Acceptance Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the offer for the position of [New Position Title] in the [Department Name] department. I would like to express my heartfelt gratitude for this opportunity and for the confidence you have shown in my abilities.

It is with great enthusiasm that I embrace this new role and look forward to contributing to our team's success. I am excited about the challenges ahead and am eager to bring my skills to further enhance our projects.

Thank you once again for this incredible opportunity. I look forward to starting my new role on [Start Date].

Sincerely,  
[Your Name]