

Acceptance of Promotional Role

Dear [Manager's Name],

I am writing to formally accept the offer for the [New Position Title] role within [Department/Team Name] as discussed. I am excited about the opportunity to contribute further to our team and take on new challenges.

Over the past [duration], I have had the privilege of [briefly mention previous achievements, such as 'leading the successful launch of Project XYZ', 'increasing team efficiency by 20%', or 'enhancing client satisfaction ratings through innovative strategies']. These experiences have equipped me with the skills and insight necessary to excel in my new position.

I look forward to collaborating with the team and driving our objectives forward in the upcoming projects. Thank you again for this opportunity.

Best regards,

[Your Name]

[Your Current Position]

[Your Contact Information]