

**Dear [Manager's Name],**

I am writing to formally accept the offer for the [New Position Title] that was extended to me on [Date of Offer]. I am excited about the opportunity to take on this new role within [Department/Team Name] and contribute to [specific project or company goal].

Thank you for your support and guidance throughout this process. I look forward to continuing to work together and achieving great results.

Best regards,

[Your Name]

[Your Current Position]

[Your Contact Information]