

Subject: Acceptance of Promotion to Leadership Position

Dear [Manager's Name],

I am writing to formally accept the offer for the position of [New Position Title] within [Department/Team Name]. I am truly honored to have been selected for this leadership role, and I appreciate the trust you and the management team have placed in me.

As we discussed, I am excited about the opportunity to contribute to [Company Name] in this new capacity. I am eager to lead our team towards achieving our goals and fostering an environment of collaboration and innovation.

Thank you once again for this opportunity. I look forward to [any specific plans you have for the role or team].

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]