

Letter of Acceptance for Promotional Role

Date: [Insert Date]

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

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

Dear [Manager's Name],

I am writing to formally accept the promotion to [New Position Title] with [Company Name]. I am excited about the opportunity and the responsibilities that come with this role.

However, I would like to discuss the proposed salary of [Proposed Salary]. Considering my [mention relevant experience, skills, and contributions], I believe a salary of [Your Desired Salary] would be more in line with the market rate and my contributions to the team.

I am looking forward to your response and am eager to continue contributing to the success of our team.

Thank you for your understanding.

Sincerely,
[Your Name]