

Letter of Acceptance for Position Change

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 offer for the position of [New Position Title] at [Company Name] as discussed on [Date of Discussion]. I am excited about the opportunity to contribute to our team in this new role.

As we discussed, my start date will be [Start Date], and I assure you of my commitment to ensuring a smooth transition. Thank you for this opportunity, and I look forward to the new challenges ahead.

Thank you once again for your support.

Sincerely,

[Your Name]