

Letter of Gratitude for Promotional Opportunity Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt gratitude for the opportunity to accept the [Position Title] position within [Department/Team Name]. I am truly honored to take on this new role and contribute to the continued success of our organization.

This promotion reflects the support and guidance that I have received from you and my colleagues, and I am excited to bring my skills and enthusiasm to this new challenge. I look forward to working more closely with you to achieve our goals.

Thank you once again for this incredible opportunity. I am eager to get started and make a meaningful impact in my new role.

Sincerely,

[Your Name]