

Acceptance of Promotional Offer

Date: [Insert Date]

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally accept the promotional offer for the position of [New Position Title] within [Department/Team Name] at [Company Name], as discussed during our recent conversation. I appreciate the trust and opportunity provided to me.

As per our discussion, my new role will commence on [Start Date], and I understand my salary will be adjusted to [New Salary], along with [any other details regarding benefits or responsibilities]. I am excited about the challenges and opportunities ahead.

Thank you once again for this wonderful opportunity. I look forward to contributing to the team in my new role.

Sincerely,

[Your Name]
[Your Position]
[Your Phone Number]
[Your Email Address]