

Promotion Acknowledgment Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Acknowledgment of Promotion Discussion

Dear [Manager's Name],

I would like to express my heartfelt gratitude for the opportunity to discuss my potential promotion during our recent meeting. I truly appreciate your recognition of my efforts and contributions to the team.

The insights you shared regarding my performance and the expectations moving forward were extremely valuable to me. I am excited about the possibility of taking on new challenges and responsibilities within the organization.

Please let me know if there are any additional steps I should take as we move forward with this discussion.

Thank you once again for your support and encouragement.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]