

# Promotion Acceptance Confirmation

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally confirm my acceptance of the promotion to [New Position Title] within [Department/Team Name]. I appreciate the opportunity and am excited to take on the new responsibilities.

I look forward to continuing to contribute to the team's success and am eager to start this new chapter in my career.

Thank you once again for your trust and support.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]