

Promotion Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the promotion to [New Position Title] at [Company's Name]. I am grateful for this opportunity and excited to contribute further to the team.

Thank you for your trust in my abilities. I look forward to the challenges ahead and achieving our goals together.

Sincerely,

[Your Name]