

# Acceptance of Promotion Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the offer for the position of [New Position] that was extended to me on [Date of Offer]. I am excited about the opportunity to take on new responsibilities and contribute to our team's success in this new capacity.

Thank you for your trust in my abilities. I am looking forward to starting in my new role on [Start Date].

Best regards,

[Your Name]