

Response to Promotion Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for offering me the position of [Job Title] at [Company's Name]. I am truly honored by the opportunity and appreciate the confidence you have shown in my abilities.

After careful consideration, I am excited to accept the promotion and look forward to contributing to the team in this new capacity. I am eager to embrace the challenges ahead and help achieve our goals.

Thank you once again for this opportunity. Please let me know if there are any formalities or further steps that need to be completed as I transition into this role.

Sincerely,

[Your Name]