

# Letter of Acceptance for Career Advancement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 offer for the position of [New Position Title] that was presented to me on [Date of Offer]. I am excited about this opportunity and grateful for your confidence in my abilities.

As discussed, I will be starting in this new role on [Start Date], and I look forward to contributing to [Company's Name] in a greater capacity.

Thank you once again for this incredible opportunity. Please let me know if there are any documents or further steps needed from my side.

Sincerely,

[Your Name]