

# Acceptance of Career Advancement 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 Title] within [Department/Team] as discussed on [Date of Offer]. I appreciate the opportunity for career advancement and am excited to take on new challenges.

As per our discussion, I accept the following conditions:

- Starting Salary: [Insert Salary]
- Start Date: [Insert Start Date]
- Reporting Structure: [Insert Reporting Details]
- Additional Benefits: [List Any Additional Benefits]

I look forward to contributing to the team and achieving our goals together. Thank you for this opportunity.

Sincerely,

[Your Name]