

Follow-Up Letter

Date: [Insert Date]

Recipient Name
[Recipient Job Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my gratitude for the offer of advancement to the [specific position] within [Company Name]. I appreciate the confidence you have shown in my abilities and I am excited about the opportunity to contribute further to the team.

After reflecting on the offer, I would like to discuss a few details regarding the role and its expectations. I believe this will help ensure a smooth transition and a successful start.

Could we arrange a time to discuss this in the coming days? I am looking forward to aligning our expectations and making the most of this opportunity.

Thank you once again for your support. I am excited about the future with [Company Name].

Best regards,
[Your Name]
[Your Job Title]
[Your Contact Information]