

Letter of Gratitude for Career Advancement Offer

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to express my heartfelt gratitude for the opportunity to advance my career within [Company Name]. It is an honor to accept the [specific position] position, and I am excited about the challenges and responsibilities that come with it.

Your belief in my abilities and potential means a great deal to me. I have enjoyed being part of the team and look forward to contributing even more to our shared goals in this new role. I appreciate the guidance and support you have provided throughout my journey at [Company Name].

Thank you once again for this incredible opportunity. I am eager to get started and continue to grow with the company.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]