

# Notification of Promotional Offer Acceptance

Date: [Insert Date]

To,

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

Dear [Recipient's Name],

I am writing to formally accept the promotional offer extended to me for the position of [New Position Title] within [Department/Team] at [Company Name]. I am excited about this opportunity and appreciate the confidence you have shown in my abilities.

I assure you that I will continue to perform my duties with the same dedication and commitment that I have demonstrated in my current role. I look forward to contributing to the team's success and embracing new challenges that come with this position.

Thank you once again for this opportunity. I am eager to start this new chapter in my career with [Company Name].

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Contact Information]