

Official Acceptance of Promotional Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the promotional offer for the position of [Position Title] with [Company Name] as detailed in your correspondence dated [Insert Date of Offer Letter]. I am grateful for this opportunity and excited to contribute to the team.

As discussed, my start date will be [Insert Start Date], and I understand that my new responsibilities will include [briefly list key responsibilities or expectations]. I appreciate the trust you have placed in me and look forward to proving my value to the organization.

Thank you once again for this opportunity. If there are any documents or further actions required from my side prior to my start date, please let me know.

Sincerely,

[Your Name]