

Recognition of Promotional Offer Acceptance

Dear [Employee's Name],

We are pleased to inform you that your acceptance of the promotional offer for the position of [New Position Title] has been officially recognized. Your dedication and hard work have truly stood out, and we believe you will excel in your new role.

Your new position will take effect on [Start Date]. We are confident that you will bring your unique skills and expertise to this role and contribute greatly to our team.

Congratulations on this well-deserved promotion! Should you have any questions or need further assistance during this transition, please feel free to reach out.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]