

Letter of Acceptance

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally accept the updated organizational roles as discussed. I appreciate the confidence placed in me to take on the new responsibilities outlined in our recent conversation.

I understand the expectations associated with my new role and am eager to contribute positively to our team's success. Please feel free to share any additional information or resources that may assist in this transition.

Thank you once again for this opportunity. I look forward to working closely with you and the rest of the team in my new capacity.

Sincerely,

[Your Name]

[Your Title]

[Your Email]

[Your Phone Number]