

Acceptance of Promotion

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the promotion to [New Position Name] at [Company's Name]. I am truly grateful for this opportunity and excited to take on the responsibilities that come with this role.

Thank you for considering me for this promotion. I am looking forward to contributing to the team in new ways and achieving great results together.

Thank you once again for this opportunity. I am eager to start in my new role on [Start Date].

Sincerely,

[Your Name]