

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 Title] as offered by you on [Date of Offer]. I am grateful for the opportunity and excited to contribute to [Company's Name] in this new role.

Thank you once again for your trust in my abilities. I look forward to further discussions on how I can best serve the team and our goals.

Sincerely,

[Your Name]