

Promotion Acknowledgment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally acknowledge and accept the promotion to [New Position] within [Department/Team] effective [Start Date]. I am grateful for this opportunity and appreciate the trust you have placed in me.

I am excited to take on the new responsibilities and contribute to the success of our team. Thank you once again for your support and guidance.

Sincerely,

[Your Name]