

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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] as offered in your letter dated [Date of Offer]. I am grateful for this opportunity and am excited to take on the new responsibilities that come with this role.

Thank you for your confidence in my abilities. I look forward to continuing to contribute to the success of the team and the company.

Sincerely,

[Your Name]