

Response to Promotion Confirmation

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally express my gratitude for the promotion to [Position Title]. I am truly honored by this recognition and excited about the opportunity to contribute in a greater capacity within [Company Name].

Thank you for your continued support and guidance. I look forward to taking on the new challenges and responsibilities that come with this role and to working with the team towards achieving our goals.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]