

Letter of Acceptance for Promotion Offer

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] that was offered to me on [Date of Offer]. I am grateful for this opportunity and excited to take on new responsibilities.

I appreciate the trust you have placed in me and look forward to contributing to the success of our team in this new role. I am committed to ensuring a smooth transition and will strive to exceed expectations.

Thank you once again for this opportunity. Please let me know if there are any documents or further steps you require from me before my start date in the new position.

Sincerely,

[Your Name]