

Letter of Acknowledgement for Promotion

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally acknowledge the promotion to [New Position] that you have offered me. I am truly grateful for this opportunity and appreciate the trust and confidence you have shown in my abilities.

This promotion signifies a pivotal moment in my career, and I am excited about the challenges and responsibilities that come with it. I am committed to contributing positively to the team and achieving our goals.

Thank you once again for this incredible opportunity. I look forward to continuing to work under your guidance.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]