

Subject: Confirmation of Acceptance for Additional Job Role

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally confirm my acceptance of the additional job role of [Job Title] that was offered to me on [Date]. I appreciate the trust and confidence you have placed in me for this opportunity.

I am enthusiastic about contributing to [Company/Department Name] in this new capacity and look forward to working closely with you and the team to achieve our goals.

Please let me know if there are any formalities or documentation required from my side to complete this process.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]