

Thank You for the Promotion Offer

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for offering me the promotion to [New Position]. I am truly honored by the recognition and trust you have placed in me.

It has always been my goal to contribute to [Company's Name] in a greater capacity, and this opportunity aligns perfectly with my aspirations. I am excited to take on the new responsibilities and continue working alongside such a talented team.

Thank you once again for this incredible opportunity. I look forward to making a positive impact in my new role.

Warm regards,

[Your Name]

[Your Current Position]