

An **email acceptance letter for internal promotion sample** serves as a formal yet concise communication tool used by employees to acknowledge and accept a job promotion within their organization. This letter typically expresses gratitude for the opportunity, confirms the employee's enthusiasm to take on new responsibilities, and outlines commitment to contributing effectively in the new role. Using such a sample helps ensure professionalism and clarity, fostering positive relationships between the employee and company during the transition.

Email Acceptance Letter for Internal Promotion Sample

Subject: Acceptance of Promotion to [New Position Title]

Dear [Manager's Name],

I am writing to formally accept the promotion to **[New Position Title]** effective **[Start Date]**. I would like to thank you and the management team for this opportunity and for your confidence in my abilities.

I am excited to take on the new responsibilities and contribute to our team in a greater capacity. I value the support and guidance I have received thus far, and I am committed to continuing my dedication and hard work in this new role.

Please let me know about any next steps or paperwork required from my end. I look forward to working more closely with you and the team to achieve our goals.

Thank you again for this opportunity.

Sincerely,
[Your Name]