

Employee Acceptance Letter After Promotion and Pay Revision

Date: [Insert Date]

To,
[Manager's Name]
[Designation]
[Department/Company Name]
[Company Address]

Subject: Acceptance of Promotion and Revised Compensation

Dear [Manager's Name],

I am writing to formally accept the promotion to the position of **[New Designation]**, effective from **[Effective Date]**, as communicated in your letter dated **[Date of Offer]**.

I sincerely appreciate this opportunity and the confidence the management has placed in my abilities. I am equally pleased to accept the revised compensation package of **[Revised Salary/Pay Details]**. I assure you of my continued dedication and commitment to contributing positively to the team and fulfilling the responsibilities associated with my new role.

Please let me know if there are any specific formalities or documentation required on my part to complete this transition.

Thank you once again for this recognition. I look forward to making meaningful contributions to **[Company Name]** in my new capacity.

Yours sincerely,

[Your Name]
[Your Employee ID]
[Department]