

## Sample Acceptance Letter for Internal Promotion

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Manager's Title]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Manager's Name],

I am writing to formally accept the promotion to **[New Position Title]**, effective [Start Date]. I would like to express my sincere gratitude for this opportunity. I am honored by the trust and confidence the management team has placed in me, and I am excited to take on the new responsibilities associated with this role.

I deeply appreciate the support, guidance, and encouragement I have received thus far from you and the entire team. I am eager to continue contributing to the ongoing success and growth of **[Company Name]**. I look forward to collaborating with my colleagues in this new capacity and making a positive and meaningful impact within our organization.

Thank you once again for this wonderful opportunity. Please let me know of any necessary next steps or if there is any information you need from me to ensure a smooth transition.

Sincerely,  
[Your Name]