

[Your Name]
[Your Job Title]
[Department]
[Company Name]
[Date]

[Recipient Name]
[Recipient's Title]
[Department]
[Company Name]

Dear [Recipient Name],

I am writing to formally accept the promotion to the position of **[New Position Title]** within [Department/Team], effective [Start Date], as outlined in our recent discussions.

I would like to express my sincere gratitude for this opportunity and for your trust in my abilities. I am excited to take on the new responsibilities and to contribute to [Company Name]'s continued success from this elevated capacity. I am committed to ensuring a smooth transition and to delivering exceptional performance in my new role.

Please let me know if there are any preparations or documentation required prior to my transfer. I look forward to collaborating with my new team and supporting our shared goals.

Thank you again for this recognition and for your support.

Sincerely,
[Your Name]