

Subject: Acceptance of Promotion and Internal Department Transfer

Dear [Manager's Name],

I am writing to formally acknowledge and accept the offer for the position of **[New Job Title]** within the **[New Department Name]**, effective **[Start Date]**. I am truly grateful for this opportunity and appreciate the confidence you and the leadership team have shown in my abilities.

I am excited to take on the new responsibilities and am eager to contribute to the success of the **[New Department Name]**. Please let me know if there is any preparatory work or onboarding process I should begin before transitioning into my new role.

Thank you once again for this promotion and the opportunity to continue growing within **[Company Name]**. I look forward to working closely with my new team and making a positive impact.

Please let me know if any further documentation or steps are required on my part to ensure a smooth transfer.

Sincerely,

[Your Name]

[Current Position]

[Contact Information]