

Promotion Acceptance Letter for Internal Job Transfer (Sample)

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

[Manager's Name]
[Manager's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally accept the promotion to the position of **[New Job Title]** within **[Department/Division]**, as discussed and offered to me on **[Date of Offer]**. I want to express my sincere gratitude for this opportunity and your confidence in my abilities.

I look forward to taking on the additional responsibilities and challenges that come with this new role. I am excited to continue contributing to the ongoing success of **[Company Name]** and to support the team's objectives in my new capacity.

Please let me know if there are any formalities or documentation required from my end to facilitate a smooth transition. I am committed to ensuring a seamless handover of my current duties and to making the transition as efficient as possible for the team.

Thank you once again for this wonderful opportunity. I am eager to begin my new responsibilities as **[New Job Title]** on **[Start Date]**.

Sincerely,
[Your Name]