

Sample Letter Accepting Promotion Offer for Internal Transfer

[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 offer for the position of [New Position Title] within [Department/Team], effective [Start Date] as outlined in your offer letter dated [Offer Letter Date]. I am truly grateful for this opportunity and appreciate your confidence in my abilities.

I am excited to take on the new responsibilities and contribute to the continued success and growth of [Company Name] in my new role. I look forward to collaborating with the team and utilizing my skills and experience to achieve our shared goals.

Please let me know if there are any steps I should take prior to the transition or any paperwork that needs to be completed. Thank you again for this incredible opportunity.

Sincerely,
[Your Name]