

[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] along with the associated salary increase, as communicated on [date of the offer/promotion letter]. I am truly grateful for this recognition and am honored by the trust and confidence the organization has placed in me.

I would like to express my sincere appreciation to you and the management team for this opportunity to take on new responsibilities and continue growing my career at [Company Name]. The support, encouragement, and guidance I have received from my colleagues and leaders have been invaluable to my professional development.

I am committed to contributing my utmost to the success of the team and the organization in this new role. As I embrace these new challenges, I look forward to driving positive results and upholding the standards of excellence expected at [Company Name].

Thank you once again for this significant acknowledgment and for your continued support. I am eager to begin this exciting new chapter.

Sincerely,
[Your Name]