

Acceptance Letter for Promotion with Conditions Sample

Dear [Manager's Name],

I would like to sincerely thank you and the management team for offering me the position of [New Position Title]. I am honored by this recognition and grateful for the opportunity to contribute to [Company Name]'s ongoing success in this new role.

I am pleased to formally accept the promotion, effective [Start Date], as outlined in your offer. I understand and accept the specific conditions discussed, including:

- A probation period of [Duration, e.g., six months], during which my performance and suitability for the role will be evaluated.
- Achievement of the following performance goals: [Briefly list key goals or deliverables, e.g., complete training in X, meet quarterly targets, lead project Y, etc.].
- Participation in the required training programs as scheduled by the company.

I assure you of my commitment to fulfilling these requirements and exceeding the expectations of my new position. Please let me know if there are any additional documents I should review or steps I should take prior to my transition.

Thank you again for this opportunity. I look forward to contributing to our team's continued growth and success.

Sincerely,

[Your Name]

[Your Current Position]

[Date]