

Acceptance Letter for Promotion with Gratitude (Sample)

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally accept the promotion to the position of [New Position Title] at [Company/Organization Name], effective [Effective Date]. I am truly honored to have been considered for this new opportunity and I would like to express my heartfelt gratitude to you and the management team for recognizing my efforts and dedication.

I appreciate your confidence in my abilities and I am enthusiastic about taking on the new responsibilities that come with this role. I am committed to continuing to work hard and contribute to the success of the organization. Please rest assured that I will give my best efforts to excel in my new position and support our team's objectives.

Thank you again for this wonderful opportunity. I look forward to the challenges ahead and to further contributing to the ongoing success of [Company/Organization Name].

Sincerely,

[Your Name]

[Your Current Position]