

Formal Promotion Acceptance Letter for Internal Position Change

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

[Supervisor's Name]
[Supervisor's Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally accept the promotion to the position of [New Position Title] at [Company Name], effective [Start Date]. I would like to express my sincere gratitude for this opportunity and for the confidence you and the management team have placed in me.

I am excited to assume the new role and to take on the additional responsibilities it entails. I am committed to making a positive contribution in this new capacity and furthering the success of our team and organization.

Please let me know if there are any formalities or documentation I should complete as I transition into this new position. I look forward to working closely with you and the rest of the team in this new capacity.

Thank you once again for this opportunity.

Sincerely,

[Your Name]