

Job Promotion Acceptance Letter Sample

[Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally accept the promotion to the position of [New Position Title] as discussed. I sincerely appreciate this opportunity and the confidence you have shown in my abilities.

I am excited about the new responsibilities and challenges that come with this role, and I am committed to contributing my best to the team and the organization. Thank you for your support and guidance.

Please let me know if there are any next steps or paperwork I should complete prior to starting my new role.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]