

Date: [Insert Date]

To,  
[Manager's Name]  
[Company Name]  
[Company Address]

Subject: Acceptance of Promotion and Confirmation of New Salary

Dear [Manager's Name],

I am writing to formally acknowledge and accept the promotion to the position of **[New Job Title]** as communicated to me on [Date of Offer]. I would like to express my sincere gratitude for this opportunity and for the trust you have placed in me.

I am pleased to confirm my acceptance of this promotion, effective from [Effective Date], and the new annual salary of **[New Salary Amount]** as discussed. I appreciate the recognition of my contributions and am excited to take on the increased responsibilities that this new role entails.

I am committed to continue delivering high-quality work and contributing positively to the team and the organization's success. Thank you once again for this opportunity.

Please let me know if there are any further steps I should complete prior to assuming my new role.

Yours sincerely,  
[Your Name]  
[Your Contact Information]