

Template: Acceptance Letter for Promotion Offer with Revised Compensation

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

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

Dear [Manager's Name],

I am writing to formally accept the promotion to **[New Position Title]** effective **[Start Date]**, as outlined in your offer dated **[Offer Date]**. I am grateful for this opportunity and honored by the company's confidence in my abilities.

I would like to confirm my understanding of the revised compensation package, which includes a new base salary of **[New Salary Amount]** per **[year/month]**, along with the continued eligibility for **[list key benefits or bonuses, if applicable]** as described in the offer letter.

Thank you for your support and for providing me with this exciting opportunity. I am enthusiastic about taking on the new responsibilities and contributing to the continued success of **[Company Name]**. Please let me know if there are any forms or additional steps required on my part to complete the transition.

I look forward to working with you and the team in my new role.

Sincerely,
[Your Name]