

# Employee Promotion Acceptance Letter

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

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

Dear [Manager's Name],

I am writing to formally accept the promotion to **[New Position Title]** at **[Company Name]**. I am genuinely grateful for the opportunity to advance my career within this organization and for your confidence in my abilities.

I would like to extend my heartfelt thanks to you and the entire management team for your continued support, mentorship, and guidance. I truly appreciate the encouragement I have received from my colleagues, which has been invaluable in my growth and success here.

I am excited to embrace this new role and am committed to contributing positively to the team. I look forward to taking on new responsibilities, meeting challenges with enthusiasm, and helping [Company Name] achieve even greater accomplishments.

Thank you once again for this opportunity. Please let me know how I can ensure a smooth transition into my new role.

Sincerely,  
[Your Name]