

Formal Acceptance Letter for Promotion Sample

A **formal acceptance letter for promotion sample** provides a professional template for employees to acknowledge and accept a job promotion. This letter typically expresses gratitude for the opportunity, confirms the acceptance of the new role, and outlines any agreed-upon terms or expectations. Using a clear and respectful tone, the letter helps maintain positive communication with management and reinforces the employee's commitment to their enhanced responsibilities and continued contribution to the organization.

Sample Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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] at [Company Name], effective [Start Date].

I would like to express my sincere gratitude for this opportunity and for the trust and confidence you have placed in me. I am excited to take on this new role and to continue contributing to the success of the organization.

As discussed, I understand my new responsibilities will include [briefly mention any new duties or expectations]. I am committed to meeting and exceeding these expectations and look forward to working with the team in my new capacity.

Thank you once again for this recognition and opportunity. Please let me know if there are any additional steps I should complete prior to my transition.

Sincerely,

[Your Name]