

# Acceptance Letter Format for Internal Promotion and Relocation

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

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

Dear [Supervisor's Name],

I am writing to formally accept the offer for the internal promotion to the position of **[New Position Title]**, as detailed in your letter dated **[Offer Letter Date]**. I am honored by this recognition and grateful for the opportunity to advance within **[Company Name]**.

I hereby confirm my acceptance of the new responsibilities associated with this position. I understand that this role requires relocation to **[New Location]**, and I am committed to making the transition on or before **[Relocation/Start Date]** as discussed.

I have reviewed and accept the terms and conditions related to my promotion and relocation, including **[any specific benefits, relocation assistance, or arrangements]**. If there are any further documents or steps required from my end to facilitate the process, please let me know.

Thank you again for your trust and support. I look forward to contributing further to the organization's success in this new capacity.

Sincerely,  
[Your Name]