

Date: [Insert Date]

To,  
[Recipient Name]  
[Designation]  
[Department/Organization Name]  
[Office Address]

Subject: Acceptance of Promotion and Internal Transfer with Joining Date Confirmation

Dear [Recipient Name],

I am writing to formally accept the promotion and internal transfer to the position of **[New Designation]** in the **[New Department]**, as communicated in your letter dated [Date of Offer/Notification]. I appreciate the confidence and trust placed in me, and I am excited to take on the new responsibilities associated with this role.

As discussed, I would like to clarify and confirm my joining date for the new position. I understand and agree that my official joining date in the **[New Department]** will be **[Joining Date]**. Please let me know if there are any additional formalities or documentation required prior to this date.

I am committed to ensuring a smooth transition and will do my best to hand over my current responsibilities in the **[Current Department]** to ensure minimal disruption. Kindly advise me on the next steps to facilitate the internal transfer process.

Once again, I would like to express my gratitude for this opportunity and look forward to contributing further to the growth and success of our organization in my new role.

Thank you for your support and understanding.

Sincerely,  
[Your Name]  
[Current Designation]  
[Current Department]  
[Contact Information]