

Promotion Acceptance Letter with New Salary Structure

[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]**. I sincerely appreciate this opportunity and am grateful for the trust and confidence you have placed in me.

I have reviewed and fully understand the new salary structure outlined in the promotion offer letter. My revised annual salary will be **[New Salary Amount]**, effective **[Effective Date]**. I also acknowledge the updated benefits and any additional compensation components as specified in the offer, including **[mention any specific bonuses, allowances, or benefit enhancements if applicable]**.

I am committed to embracing the new responsibilities associated with this role and contributing to the continued success of our team and the organization. I would like to thank you and the management team for this recognition, and I look forward to the challenges and opportunities ahead.

Please let me know if there are any further formalities or documents I need to complete as part of this transition.

Thank you once again for this incredible opportunity.

Sincerely,
[Your Name]