

Job Promotion Acceptance Letter (Including Salary Details)

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

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

Dear [Manager's Name],

I am writing to formally accept the offered promotion to the position of [New Job Title] at [Company Name], effective [Start Date]. I am honored by this opportunity and appreciative of the trust you and the management have placed in me.

I would also like to confirm my understanding that my new base salary will be \$[New Salary Amount] per [Year/Month], effective beginning on my start date in the new role. I also acknowledge the additional benefits associated with this position, including [mention any additional benefits such as bonuses, stock options, allowances, etc., if applicable].

I am committed to embracing the increased responsibilities and contributing to the ongoing success of our team. Please let me know if there are any documents or procedures I should complete prior to assuming my new role.

Thank you once again for this remarkable opportunity. I look forward to continuing to grow and succeed with [Company Name].

Sincerely,
[Your Name]