

Promotion Acceptance Letter Template with Thank You Note for Supervisor

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

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

Dear [Supervisor's Name],

I am writing to formally accept the promotion to the position of [New Position Title] at [Company/Organization Name], effective [Start Date]. I am truly honored by this opportunity and grateful for the trust and confidence you have placed in me.

I would like to express my heartfelt thanks for your continuous support, guidance, and encouragement throughout my tenure. Your leadership has greatly contributed to my professional growth, and I sincerely appreciate the valuable lessons and advice you have shared with me.

I am eager to embrace the challenges and responsibilities of my new role, and I am committed to contributing positively to our team's ongoing success. I look forward to working closely with you and the rest of the team as we strive to achieve our goals together.

Thank you once again for this wonderful opportunity. Please let me know if there are any steps I should take prior to assuming my new responsibilities.

Sincerely,
[Your Name]