

## Sample Promotion Acceptance Letter for Internal Team Transfer

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

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

Dear [Recipient's Name],

I am writing to formally accept the promotion to the position of **[New Position Title]** within the **[New Team/Department Name]**, effective **[Start Date]**.

I am sincerely grateful for this opportunity and the trust you have placed in me. I appreciate your confidence in my abilities, and I am excited to embrace the new responsibilities and contribute to the continued success of the team.

Please consider this letter as my official acceptance of the new role and internal transfer. I am committed to ensuring a smooth transition and will do my best to facilitate knowledge transfer as needed. I look forward to collaborating closely with the new team and making a positive impact.

Thank you again for this opportunity. Please let me know if there are any formalities or next steps required from my side.

Sincerely,  
[Your Name]