

Short Acceptance Letter for Promotion at Work Sample

Dear [Manager's Name],

I am writing to formally accept the promotion to [New Position Title]. I appreciate the trust and confidence you have placed in me, and I am grateful for this opportunity.

I look forward to contributing to our team in this new role and am committed to supporting the goals and success of [Company/Organization Name].

Thank you once again for this recognition.

Sincerely,
[Your Name]