

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally accept the promotion to the position of **[New Managerial Position]** at **[Company Name]**, effective [Start Date]. I am truly honored by this opportunity to advance within the company and would like to express my sincere gratitude for your trust and confidence in my abilities.

I understand and accept the responsibilities and expectations associated with this new role. I am enthusiastic about leading the team and contributing further to the success of our organization.

Additionally, I would like to acknowledge and accept the revised salary package for this position, as discussed and agreed upon. My new annual salary will be **[New Salary Amount]**, effective from [Salary Effective Date].

Thank you once again for this incredible opportunity. I look forward to working closely with you and the management team in my new capacity.

Sincerely,

[Your Name]