

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

I am writing to formally accept the managerial promotion to the position of [New Title]. I wish to express my sincere gratitude for this wonderful opportunity and for the trust and confidence that you, along with the leadership team, have placed in me.

I am truly honored to advance within our organization, and I understand that this new role comes with increased responsibilities and new challenges. I am eager to embrace these responsibilities and contribute in every way I can to reinforce our team's success and support the company's long-term objectives.

Thank you once again for this recognition. I look forward to collaborating with you and the rest of the leadership team as we work collectively towards our shared goals.

Please let me know the next steps as I transition into this new role. I am ready to get started and help drive our continued growth and success.

Sincerely,  
[Your Name]  
[Current Position]  
[Contact Information]