

Acceptance Letter for Promotion with Revised Salary Package

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

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

Dear [Manager's Name],

I am writing to formally accept the promotion to **[New Position]** as outlined in your letter dated [Date of Offer]. I am deeply honored by this opportunity and sincerely appreciate the confidence and trust you and the management have placed in me.

I am grateful for the updated salary package and the revised terms and conditions attached to this promotion. I accept the new compensation of **[Revised Salary Amount]** per [month/annum], effective from [Effective Date], as well as the revised job responsibilities and reporting structure as detailed in the offer.

I am enthusiastic about taking on these new challenges, and I am committed to contributing to the continued growth and success of [Company Name]. Please let me know if there are any documents or further formalities I need to complete at this stage.

Thank you once again for this wonderful opportunity and for your ongoing support throughout my career at [Company Name].

Yours sincerely,

[Your Name]