

Professional Acceptance Letter for Promotion with Increased Salary

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

[Recipient Name]
[Designation/Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the promotion to the position of **[New Position Title]**, effective [Start Date]. I would like to express my sincere gratitude for this opportunity and for the increased salary associated with my new role.

I am honored by the trust and confidence that the company has placed in me, and I am fully committed to taking on the new responsibilities and challenges that come with this position. I greatly appreciate the recognition of my efforts, and I am enthusiastic about contributing further to the growth and success of [Company/Organization Name].

Thank you again for this wonderful opportunity. Please let me know if there are any additional steps I should complete prior to transitioning into my new role. I look forward to working closely with the team and achieving our shared goals.

Sincerely,
[Your Name]