

Date: [Insert Date]

To
[Name of Recipient]
[Title/Position]
[Company Name]

Dear [Recipient's Name],

I am writing to formally accept the promotion to [New Executive Position] with profound gratitude and appreciation. I am truly honored by the trust and confidence the management has placed in me, and I consider this opportunity a significant milestone in my career.

I would like to extend my sincerest thanks to the entire management team for your continuous support, guidance, and encouragement throughout my journey at [Company Name]. Your confidence in my abilities motivates me to perform at the highest standards and to contribute even more to our shared vision.

With this new responsibility, I commit to upholding the values and expectations that come with the role. I look forward to working closely with the leadership team and all colleagues, striving for excellence while furthering the organization's growth and success.

Once again, thank you for this incredible opportunity and for your unwavering support. I am excited to embark on this new chapter and to make a positive impact as part of our executive team.

Sincerely,
[Your Name]
[Current Position]
[Company Name]