

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

[HR Manager's Name]
Human Resources Department
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [HR Manager's Name],

I am writing to formally accept the promotion to the position of [New Position Title] at [Company Name]. I would like to express my sincere gratitude to you and the entire HR team for your support and for providing me with this rewarding opportunity to advance within the organization.

I truly appreciate the confidence you have placed in my abilities, and I am committed to contributing positively and effectively in my new role. I understand the responsibilities and expectations that accompany this position, and I look forward to the continued growth and collaboration with my colleagues.

Thank you once again for your ongoing support, encouragement, and thoughtful guidance throughout the promotion process. Please let me know if there are any further steps I should complete as I transition into my new role.

Sincerely,
[Your Name]