

Acceptance Letter for Managerial Promotion Sample

Date: [Insert Date]

To,
[Name of Supervisor/Manager]
[Title/Position]
[Company Name]
[Company Address]

Dear [Supervisor's Name],

I am writing to formally accept the promotion to the position of [New Managerial Position Title] as offered to me on [Date of Offer Letter]. I am sincerely grateful for this opportunity to advance my career at [Company Name] and contribute further to the team's success.

I am honored by the trust and confidence you and the management have placed in me. I wholeheartedly accept the new responsibilities associated with this role and am committed to contributing to the continued growth and success of our organization.

I look forward to collaborating with my colleagues in this new capacity and making a positive impact through dedication, leadership, and innovation.

Thank you once again for this opportunity. Please let me know if there are any further formalities I need to complete prior to beginning my new role.

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