

## Acceptance Letter for Promotion with Relocation

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

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

Dear [Manager's Name],

I am writing to formally accept the promotion to **[New Position]** at **[New Location/Branch]**, as outlined in your letter dated **[Date of Promotion Offer]**. I am truly grateful for this opportunity and honored by the trust and confidence that you and the organization have placed in my abilities.

I understand and accept the responsibilities associated with this new role and am committed to contributing to the continued success of **[Company Name]**. I appreciate the support offered to assist with my relocation, and I confirm my acceptance of the relocation arrangement as discussed.

Please let me know of any further steps I need to complete prior to my transition. I am eager to begin working with the team at **[New Location/Branch]** and look forward to starting on **[Start Date]**.

Thank you again for this wonderful opportunity. I am excited to embark on this new chapter and contribute to the organization in a greater capacity.

Sincerely,  
[Your Name]