

Internal Promotion Acceptance Letter with Salary Increment

Date: [Insert Date]

To,
[Manager's Name]
[Manager's Designation]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally accept the position of [**New Position Title**] as outlined in your letter dated [**Date of Promotion Offer**]. I am sincerely grateful for this opportunity to take on new responsibilities and contribute further to the organization.

I would also like to confirm my understanding of the revised compensation package associated with this promotion. As discussed, my new annual salary will be [**New Salary Amount**], effective from [**Effective Date**]. I appreciate the organization's recognition of my work and your support in my professional growth.

I am enthusiastic about taking on the challenges and opportunities this role brings and am committed to delivering my best to achieve the team and company goals. Thank you once again for this opportunity and your continued trust in my abilities.

Please let me know if there are any additional steps I need to complete as a part of this transition.

Sincerely,
[Your Name]
[Current Position]
[Department]
[Employee ID, if applicable]