

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]

Dear [Recipient's Name],

I am writing to formally accept the promotion to [New Position Title] at [Company/Organization Name], effective [Start Date]. I am truly honored to be considered for this new role and sincerely appreciate the confidence and trust that the management has placed in me.

I would like to express my heartfelt thanks for this wonderful opportunity. It is a privilege to be recognized for my contributions, and I am grateful for the guidance and support I have continuously received from you and the entire leadership team.

I understand the responsibilities and expectations that come with this promotion, and I am fully committed to dedicating myself to the new challenges and contributing to the company's ongoing success. I look forward to working closely with my team, leading by example, and striving toward the goals and vision of [Company/Organization Name].

Once again, thank you for this recognition and opportunity. Please let me know if there are any preparations or steps you would like me to take prior to formally assuming my new responsibilities.

Yours sincerely,  
[Your Name]  
[Your Current Position]  
[Contact Information]