

Dear [Manager's Name],

I am truly honored and deeply grateful to receive the promotion offer. Thank you for this incredible recognition and for placing your trust in my abilities. It means a great deal to me to know that my efforts are valued and have contributed positively to the team and the organization.

I am enthusiastic about the opportunity to take on new responsibilities and challenges in this elevated role. Please be assured of my continued dedication and commitment to achieving our organization's goals and advancing our shared mission.

Thank you once again for your confidence in me. I look forward to contributing even more to our team's success in this new capacity.

Sincerely,
[Your Name]