

Professional acceptance letter for career advancement

Subject: Acceptance of Promotion

Dear [Manager's Name],

I am writing to formally accept the promotion to [New Position] in the [Department Name]. I am grateful for the trust and confidence you have placed in me and I am excited to contribute to our team in this new capacity.

I look forward to taking on the new responsibilities and working diligently to meet the expectations of this role.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

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