

## Acceptance with preliminary conditions or discussions

Subject: Acceptance of Promotion (Pending Discussion)

Dear [Manager's Name],

I am grateful to be considered for the promotion to [New Position] and I am willing to accept this position. I would like to discuss some aspects of the new responsibilities and reporting structure before finalizing the transition.

I look forward to meeting and clarifying these details so I can fully embrace the new role.

Best regards,

[Your Name]

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