

Acknowledging a new role after internal promotion

Subject: Acknowledgement of Promotion Offer

Dear [Manager's Name],

I am writing to acknowledge and accept the promotion to [New Position]. I am grateful for the confidence you have placed in me and the recognition of my work at [Company Name].

I understand the responsibilities associated with this role and am committed to performing to the best of my abilities. Thank you for providing me with this opportunity for growth.

Sincerely,

[Your Name]

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