

Formal Job Promotion Acceptance Letter

Subject: Acceptance of Promotion

Dear [Manager's Name],

I am writing to formally accept the promotion to the position of [New Job Title]. I sincerely appreciate the confidence you and the company have placed in me, and I am honored to take on the new responsibilities that come with this role.

I am committed to continuing my dedication and contributing effectively toward the goals of the organization. I look forward to working closely with you and the team to achieve even greater results.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/job-promotion-acceptance-and-appreciation-letter>