

Provisional Job Promotion Acceptance Letter

Subject: Acceptance of Promotion with Gratitude

Dear [Manager's Name],

I am pleased to accept the promotion to [New Position]. I view this as an opportunity to grow and to take on more responsibilities within the company. I understand the expectations that come with the role and am ready to adapt and perform to the best of my ability.

I am also eager to receive further guidance as I transition into the new responsibilities, and I welcome any feedback to help me succeed in this role.

Thank you once again for this opportunity.

Yours sincerely,

[Your Name]

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