

Official Promotion Acceptance Letter to HR

Subject: Formal Acceptance of Promotion

Dear HR Department,

I am writing to formally accept the promotion to [New Position] effective [Start Date]. I would like to thank the company and management for this recognition and opportunity to contribute further.

Kindly let me know if there are any administrative requirements, documents, or forms I need to complete as part of this transition.

Thank you again for your support.

Sincerely,

[Your Name]

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