Job Promotion Acceptance Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

[Employer's Name]

[Employer's Address]

[City, State ZIP Code]

Dear [Employer's Name],

I am writing to express my sincere gratitude for the recent promotion offer that you extended to me. I am delighted to accept the offer and am excited about the new challenges and opportunities that come with this role.

I want to thank you for recognizing my hard work and dedication to the company, and for entrusting me with this new responsibility. I will continue to work diligently and contribute to the growth and success of the company.

I understand that with this promotion, there will be new expectations and responsibilities, and I am ready to rise to the occasion. I am committed to exceeding the expectations of this new role and making a positive impact on the company.

Please let me know if there are any formalities I need to complete or any documents I need to sign to confirm my acceptance of the promotion.

Thank you again for this opportunity, and I look forward to continuing my work with the company.

Sincerely,

[Your Name]