

Formal Job Promotion Acceptance Letter

Subject: Acceptance of Job Promotion

Dear [Manager Name],

I am writing to formally accept the promotion to [New Position Title] effective [Start Date]. I sincerely appreciate the trust and confidence the management has placed in me.

I am committed to contributing my best efforts to fulfill the responsibilities of this role and to support the team in achieving our organizational goals.

Thank you for this opportunity.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/promotion-acceptance-letter>