

Heartfelt Job Promotion Acceptance Letter

Subject: Gratitude and Acceptance of Promotion

Dear [Manager Name],

I am truly honored to accept the promotion to [New Position Title]. This opportunity means a lot to me, and I am grateful for the guidance, support, and encouragement provided by the team.

I look forward to contributing to the organization in this new capacity and continuing to grow professionally.

With heartfelt thanks,

[Your Name]

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