

Professional Job Promotion Acceptance Letter with Goals

Subject: Acceptance of Promotion and Future Objectives

Dear [Manager Name],

I am writing to formally accept the promotion to [New Position Title]. I appreciate the confidence placed in me and am committed to achieving the objectives associated with this role.

Over the coming months, I plan to focus on [list 2-3 specific goals or responsibilities] to drive positive outcomes for the organization.

Thank you for this opportunity.

Sincerely,

[Your Name]

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