

[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, ZIP]

Subject: Promotion Acceptance Letter

Dear [Recipient Name],

I am writing to formally accept the promotion to the position of [New Position Title] at [Company Name], effective [Start Date].

I sincerely appreciate this opportunity and the confidence you have shown in my abilities. I look forward to contributing to the team in my new role and achieving continued success together.

Please let me know if there are any forms or documents you need me to complete as part of this transition.

Thank you once again for this opportunity.

Sincerely,

[Your Name]