

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the promotion to [New Position Title] that you offered to me on [Date of Offer]. I am truly grateful for this opportunity and excited to take on the new responsibilities associated with this role.

I appreciate the support and confidence you and the team have shown in my abilities. I am looking forward to contributing to [specific goals or projects related to the new position] and further collaborating with everyone at [Company's Name].

Thank you once again for this opportunity. I look forward to our continued success together!

Sincerely,
[Your Name]