

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Manager's Job Title]
[Company Name]

Subject: Acceptance of Promotion to [New Job Title]

Dear [Manager's Name],

I am writing to formally accept the promotion to the position of [New Job Title], effective [Start Date]. Thank you for recognizing my contributions and for the opportunity to take on these additional responsibilities within the team.

I understand that this promotion does not include a salary adjustment at this time. I am eager to contribute to the company's success in this new capacity and look forward to discussing a compensation review as I meet the performance milestones of this role in the future.

I am committed to a smooth transition and am ready to begin my new duties immediately. Thank you again for your confidence in my professional growth.

Sincerely,

[Your Signature]
[Your Printed Name]