

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

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

Dear [Manager's Name],

Please accept this letter as formal notification that I am delighted to accept the promotion to the position of [New Job Title] at [Company Name].

I would like to thank you for this opportunity and for your confidence in my abilities. I am eager to take on the new responsibilities and to continue contributing to the success of the team.

As we discussed, I understand that my new role will begin on [Start Date] with a new salary of [New Salary Amount]. I am prepared to begin the transition process immediately.

Thank you again for this promotion.

Sincerely,

[Your Signature]
[Your Printed Name]