[Date]

[Manager's Name]
[Manager's Title]
[Department Name]

Dear [Manager's Name],

Please accept this letter as my formal acceptance of the promotion to the position of [New Job Title] within the [Department Name] department, as offered on [Date of Offer].

I am grateful for this opportunity and for the confidence the company has placed in me. I look forward to taking on the new responsibilities of this role and contributing further to the success of the team.

As discussed, my start date in the new position will be [Start Date], and my new salary will be [New Salary Amount]. I am committed to ensuring a smooth transition from my current role as [Current Job Title] and will coordinate with you to hand over my ongoing projects.

Thank you again for this professional growth opportunity.

Sincerely,

[Your Name]
[Your Employee ID/Current Department]