[Current Date]

[Employee Name]
[Current Title]
[Department]

Subject: Acknowledgment of Promotion Acceptance - [New Job Title]

Dear [Employee Name],

We are pleased to formally acknowledge your acceptance of the promotion to the position of [New Job Title], effective [Effective Date].

The Senior Management team has closely followed your contributions to [Company Name]. Your transition into this leadership role reflects our confidence in your strategic vision and your ability to drive the organization toward its long-term objectives. We are certain that your expertise will be instrumental in our continued success.

Regarding the next steps, your new compensation package and updated benefits schedule will take effect on [Date]. [Name of Manager/HR Representative] will reach out to you shortly to coordinate the executive onboarding process and the transition of your current responsibilities.

Congratulations on this well-deserved advancement. We look forward to your leadership in this new capacity.

Sincerely,

[Your Name]
[Your Title]
[Company Name]