[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Acknowledgment of Promotion Acceptance and Delayed Start Date

Dear [Employee Name],

Thank you for formally accepting the offer for the position of [New Job Title]. We are excited to have you transition into this new role within the [Department Name] team.

This letter serves as official acknowledgment of your acceptance and confirms our mutual agreement regarding the delayed start date. Due to [Reason for Delay, e.g., project completion or departmental transition], your official first day in the new position will be [New Start Date].

Until that time, you will continue your current duties as [Current Job Title]. Your new compensation and benefits associated with the promotion will take effect on [Effective Date of New Salary/Benefits].

We appreciate your flexibility and continued commitment to the company during this transition period. If you have any questions regarding the timeline or your upcoming responsibilities, please contact [Supervisor Name/HR Contact].

Congratulations once again on your promotion.

Sincerely,

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