[Current Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Acknowledgment of Acceptance - Promotion and Department Transfer

Dear [Employee Name],

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

This letter confirms the following terms of your new role:

- **New Position:** [New Job Title]
- **New Department:** [New Department]
- **Reporting Manager:** [Manager Name]
- **New Salary/Rate:** [Amount]
- **Effective Date:** [Date]

Your current manager, [Current Manager Name], and your new manager, [New Manager Name], will coordinate to ensure a smooth transition of your current responsibilities. Please report to [Location/Office Number] at [Time] on your effective start date.

We appreciate your contributions to the [Current Department] and look forward to your continued success in this new capacity. Congratulations on your promotion.

Sincerely,

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

cc: [Human Resources Department]
[New Department Manager]