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

[Hiring Manager Name] or [HR Department Name]
[Company Name]
[Office Address]

Subject: Acceptance of Cross-Border Promotion - [New Job Title]

Dear [Name of Manager or HR Contact],

I am writing to formally accept the offer for the position of [New Job Title] at the [Company Name] office in [City, Country]. I am honored to be selected for this international promotion and look forward to contributing to the team in [New Location].

I confirm my acceptance of the terms outlined in the offer letter dated [Date of Offer Letter], including the revised compensation package, relocation assistance, and the anticipated start date of [Start Date].

I am ready to begin the necessary visa and work permit application processes immediately. Please let me know the next steps regarding the global mobility transition and any documentation required from my side to ensure a smooth relocation.

Thank you for this opportunity for professional growth within the company. I am excited to begin this new chapter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Employee ID Number]
[Phone Number]