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

[Manager's Name]
[Manager's Title]
[Company Name]

Dear [Manager's Name],

Please accept this letter as my formal acceptance of the promotion to the position of Team Lead for the [Team Name] department, as offered on [Date of offer].

I am grateful for this opportunity and for the confidence you have placed in my ability to lead the team. I look forward to taking on these new responsibilities and contributing to the continued success of the company in this leadership capacity.

As discussed, I understand that my new role will officially begin on [Start Date] and that my new compensation will be [Salary/Rate]. I am prepared to begin the transition process immediately.

Thank you again for your support and guidance.

Sincerely,

[Your Signature]
[Your Printed Name]