[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

Dear [Manager's Name],

Please accept this letter as formal notification that I am delighted to accept the promotion to the position of [New Job Title] at [Company Name].

I am excited about the opportunity to take on these new responsibilities and to continue contributing to the team's success in a remote capacity. I confirm my acceptance of the terms outlined in the offer letter dated [Date of Offer Letter], including the new salary of [New Salary/Rate] and the effective start date of [Start Date].

I look forward to transitioning into this new role and will ensure that my remote workspace remains fully equipped to meet the requirements of the position. I am eager to begin this next chapter with the company.

Thank you for your confidence in my work and for this opportunity.

Sincerely,

[Your Signature]

[Your Printed Name]