

PROMOTION ACCEPTANCE LETTER

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Introduction

The Promotion Acceptance Letter is written to convey one's acceptance to the promotion offered by the management. The employee should write a polite revert while accepting the promotion offer. One must also show excitement and commitment in accepting the offer.

Promotion Acceptance Letter Tips

Tips of writing the Promotion Acceptance Letter:

- The letter should be addressed to the issuer.
- The letter must be written in a concise manner
- The letter is written to formally accept a promotion
- The letter must clearly state anything which the employee disagrees or needs further discussion on

Sample Promotion Acceptance Letter

From,

Date: _____ (Date on Which Letter is Written)

To Surender Sindhu

Subject: Promotion Acceptance Letter

I am writing to you to express my delight and sincerest thanks for my promotion to the post of Consultant. I am elated to hear this news and appreciate the company's gesture immensely.

Throughout my three years of my company I have found that the management and you in particular have instilled the values of meritocracy in the organization. I am highly obliged to you for giving me this opportunity to realize my potential and be a larger part of the functioning of the organization. I have always been motivated by the quality of my work.

I assure you that I will be giving the best of my abilities and more, to meet your expectations and exceed them.

I thank you for considering me worthy of this opportunity.

Thanking you,

Yours sincerely

Joegendra Tripathi

Associate Consultant

Promotion Acceptance Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To

Subject: Promotion Acceptance Letter

I am writing to you to express my delight and sincerest thanks for my promotion to the post of _____ (Designation). I am elated to hear this news and appreciate the company's gesture immensely.

Throughout my _____ (Number of years) of my company I have found that the management and you in particular have instilled the values of meritocracy in the organization. I have always been motivated by the quality of my work. I am highly obliged to you for giving me this opportunity to realize my potential and be a larger part of the functioning of the organization.

I assure you that I will be giving the best of my abilities and more, to meet your expectations and exceed them.

I thank you for considering me worthy of this opportunity.

Thanking you,

With Regards

----- (Name of the issuer)

----- (Designation of the issuer)

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