

Job Promotion Acceptance Letter Email Sample

To: Managing Director

Subject: Job Promotion Acceptance

Dear Sir,

Warmest greetings! I am delighted to hear the news of my promotion from the Personnel Manager. Firstly, I would like to thank you for believing in me and entrusting me with this great responsibility. This promotion has given me a heartening outlook on the potential of hard-working employees to climb the ladder within this organization, and it is my hope to continue the standard of excellence that has earned me this position.

I promise to fulfill my new roles with the highest commitment and loyalty. In my new position, I would like to propose some changes to the organization's existing practices. It is my hope to conduct motivation and personality development classes for the benefit of the team. I also wish to introduce some advanced modules to help ensure a maximum continued growth and development of the organization.

Thank you again for showing your trust in me and granting me this opportunity to grow with the company.

Yours faithfully,

Arnold Erikson