**Sample Promotion Acceptance letter**

From:

Mr. /Ms ……………. (Full Name)

……………………   (Designation)

Letter No. ….. MD/Promotion/Mktg/2/2010

To:

Managing Director

…………………. (Name of Company)

Dear Sir,

Ref: You’re Letter No. ….. MD/Promotion/Mktg/1/2010 dated ………..

It is honor for me to announce my promotion for the position of senior marketing manager. I am delighted enough for being awarded by management for higher rank. Hence, monetary compensations aren’t that much important for me but the recognition has importance for me.

I admire for the procedure adopted by you to evaluate my performance over two years. However, I assure you to give my best to organization in terms of high productivity and service level. It’s been great with me to continue my working for longer time period. As far as sincerity is concerned, I always be sincere the job assigned to me.

Yours sincerely,

……………….

(Designation)

Place …………… Dated ……………