Date: Month 00, 0000

[Name Here]

[Designation]

[Address]

**Dear [Name of person],**

I take this opportunity to thank you once again for offering me the opportunity to work as the Marketing Head with the Creative Group. The promotion has boosted my confidence and I would like to accept the offer.

My journey in this organization as a Marketing Executive has been a learning curve and I have been able to take the best that the organization could offer. I appreciate your support in my growth as a professional. This organization has added immense value to my success. It is my conviction to prove my worth once again as the Marketing Head of your company. I assure that my efforts will reflect in my daily work and in the success of the company.

I look forward to join as the Marketing Head starting next week. Thank you for the promotion once again.

Yours Sincerely,

**[Your Name]**

[Sign]

[Address]