Mr. Nick Arthur

Bridge Down, Bridge

Canterbury, Kent, CT4 7AZ

July 7, 2010

Mr. Michael Price

Manager

Good Buy Marketing

Dear Mr. Price,

I received your letter yesterday announcing my promotion and I gladly accept the same.  Thank you for recognizing the time and effort I have put in the company for five years.  It is a promotion I have long been praying and working hard for.

I know that with this promotion comes greater responsibilities.  Rest assured that I will fulfill my duties to the best of my ability and I will not fail your trust.  I do believe that I am capable of handling the job.  The training and experience I have gained in my previous position have made me ready to make tough decisions and resolve problems that come along the way with a level head.

As per your letter, I will be reporting to the human resources officer this week for a general orientation.

Thank you and I look forward to serving the company in my new position.

Truly yours,

Nick Arthur