

[Head of Department Name],

I am honored to accept the promotion to Sales Manager and am truly grateful for the trust and confidence you have placed in me. Over the years, I have had the privilege of working alongside an incredible team, each member contributing their unique strengths and talents to our collective success.

With this new role, I am excited to lead our team to even greater achievements by fostering an environment of collaboration and innovation. My goal is to continue building strong relationships with our clients, expanding our market reach, and enhancing our sales strategies to meet and exceed our targets.

I am committed to maintaining the values and standards of our organization and to supporting each team member in reaching their potential. Thank you once again for this opportunity. I look forward to driving our team toward continued success.

Thank you.