



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for the Nomination

Dear _____ (Name of the Recipient)

I would like to humbly accept the nomination for the position of a Sales Manager at the _____ Firm (Write the name of the firm). I want to thank you for considering me capable of handling the positions and choosing to hand over the responsibilities of the department to me. This nomination has filled me with pride and I would like to thank the _____ Firm for honoring my talent and giving me the promotion.

I am willing to take up the role and start working on it as soon as possible. I am excited to take up the position and start applying my professional skills to the role. I assure you that I will work for the role enthusiastically and will contribute towards expanding the _____ Firm.

Thank you, once again, for the nomination.

Sincerely,

(Signature)

Sender's Full Name