

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Promotion and Shift Transfer Notice

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the position of [New Job Title], effective as of [Effective Date].

In conjunction with this promotion, your work schedule will be transferred to a new shift. Please find the details of your new assignment below:

- **New Position:** [New Job Title]
- **New Department:** [Department Name, if applicable]
- **New Shift:** [e.g., Night Shift / Morning Shift]
- **Work Hours:** [e.g., 10:00 PM to 6:00 AM]
- **Reporting Manager:** [Manager Name]

Your new compensation package reflecting this promotion will be [Amount/Details]. All other terms and conditions of your employment contract remain unchanged.

Please sign and return a copy of this letter to the HR department by [Deadline Date] to confirm your acceptance of the new role and shift schedule.

Congratulations on your promotion. We look forward to your continued contributions to the team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acceptance:

I accept the promotion and the change in shift as outlined above.

Signature: _____ Date: _____