

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

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

Subject: Offer of Promotion and Department Transfer

Dear [Employee Name],

We are pleased to formally offer you a promotion to the position of **[New Job Title]** within the **[New Department]** department. This transfer and promotion will be effective as of **[Start Date]**.

In your new role, you will report to **[Manager Name]**, **[Manager Title]**. Your primary responsibilities will include [Briefly list key duties].

Compensation and Benefits:

- **New Salary:** Your new annual base salary will be \$[Amount], paid on a [Weekly/Bi-weekly/Monthly] basis.
- **Incentives:** You will [be/remain] eligible for [Bonus/Commission structure details].
- **Benefits:** Your current benefits package will remain in effect, with any adjustments specific to your new pay grade as outlined in the employee handbook.

Terms of Transfer:

This transition includes a [Number] day orientation period to familiarize you with the workflows of the [New Department]. Please coordinate with your current supervisor, [Current Manager Name], to ensure a smooth handover of your existing projects by [Transition End Date].

To accept this offer, please sign and return this letter by [Deadline Date].

Congratulations on this well-deserved advancement. We look forward to your continued contributions to [Company Name].

Sincerely,

[Name of HR Representative/Manager]
[Title]

Acceptance:

I, [Employee Name], accept the promotion and transfer to the position of [New Job Title] under the terms and conditions outlined above.

Signature: _____ Date: _____