

Dear [Employee Name],

Congratulations! We are pleased to formally offer you the position of [New Job Title] within the [New Department] at [Company Name].

This promotion reflects your hard work and the valuable contributions you have made to the [Current Department] team. We are excited to see you bring your skills to this new cross-functional role.

The details of your new position are as follows:

- **New Job Title:** [New Job Title]
- **Department:** [New Department]
- **Reporting Manager:** [Manager Name]
- **Effective Date:** [Start Date]
- **New Salary:** [Amount] per [Year/Month]
- **Work Location:** [Location/Remote/Hybrid]

Your current benefits and seniority with the company will remain uninterrupted. Please note that [mention any specific changes to bonus structures or shift hours if applicable].

To accept this offer, please sign and return this letter by [Date]. We will coordinate with your current manager to ensure a smooth transition of your existing responsibilities.

We look forward to your continued success in this new chapter of your career with us.

Best regards,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I accept the offer for the position of [New Job Title].

Signature: _____ Date: _____