

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

[Date]

[Employee Name]
[Current Address]

Subject: Internal Promotion and Relocation Offer

Dear [Employee Name],

We are pleased to formally offer you the promotion to the position of [New Job Title] at our [New Office Location] office, effective [Start Date].

Promotion Details:

In your new role, you will report to [Manager Name/Title]. Your new annual base salary will be [Amount], paid in [Monthly/Bi-weekly] installments. You will also be eligible for [Bonus Details/Commission], subject to company policy.

Relocation Package:

To assist with your move to [New City/State], the company will provide the following relocation assistance:

- [Description of Relocation Allowance, e.g., A lump sum of \$X,XXX]
- [Moving Services/Travel Reimbursement details]
- [Temporary Housing details, if applicable]

Please note that relocation benefits are subject to the terms of the attached Relocation Agreement.

Benefits:

Your current seniority and enrollment in company benefit programs, including [Health Insurance, 401k, PTO], will remain continuous. Any location-specific adjustments to benefits will be discussed during your onboarding at the new site.

Next Steps:

Please review this offer and the attached job description. To accept this promotion and relocation offer, please sign and return this letter by [Deadline Date].

Congratulations on this well-deserved advancement. We look forward to your continued success in [New City].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I accept the promotion to [New Job Title] and the terms of the relocation as outlined above.

Signature: _____ Date: _____