

[Date]

[Employee Name]
[Current Department]

Dear [Employee Name],

Congratulations! We are pleased to offer you a promotion to the part-time position of [New Job Title] within the [Department Name] department, effective [Start Date].

The terms of your new role are as follows:

- **Position:** [New Job Title]
- **Reporting Manager:** [Manager Name]
- **Hourly Rate:** \$[Amount] per hour
- **Schedule:** [Number] hours per week
- **Work Schedule:** [Days/Times, e.g., Monday-Wednesday, 9:00 AM to 2:00 PM]

As a part-time employee, your eligibility for company benefits will be governed by [Company Name]'s policies regarding part-time status. Your previous years of service with the company will be recognized for any applicable seniority-based benefits.

All other terms and conditions of your employment contract not mentioned here remain in effect. Please note that this promotion does not change your status as an at-will employee.

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

We are excited about your continued growth within our team and look forward to your contributions in this new capacity.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Employee Name], accept the promotion to [New Job Title] under the terms described above.

Signature: _____ Date: _____