

[Date]

[Employee Name]  
[Current Department]

Dear [Employee First Name],

Congratulations on your promotion to the position of [New Job Title] within the [New Department] department.

We are thrilled to have you join our team in this new capacity. Your hard work and contributions to [Company Name] have been outstanding, and we look forward to the leadership and expertise you will bring to this role.

Your official start date in the new position will be [Start Date]. Your new manager, [Manager Name], will meet with you on your first day to discuss your initial objectives and the transition process.

As part of this promotion, your new compensation and benefits details are as follows:

- New Salary/Rate: [Amount]
- Reporting to: [Manager Name]
- Work Location: [Location/Office]

Please sign and return a copy of this letter to acknowledge your acceptance of the new terms. If you have any questions regarding the transition, please contact [HR Contact Name].

Welcome to the team, and we wish you continued success in your career here.

Best regards,

[Sender Name]  
[Sender Title]  
[Company Name]

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[Employee Signature]  
[Date]