

[Company Name]
[Date]

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

Subject: Internal Promotion and Departmental Transfer

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the position of [New Job Title] within the [New Department] department, effective [Start Date].

This promotion is a recognition of your hard work, achievements, and the value you have brought to the [Current Department] team. In your new role, you will report directly to [Manager Name].

The terms of your promotion are as follows:

- **New Position:** [New Job Title]
- **New Department:** [New Department]
- **Annual Salary:** [New Salary Amount]
- **Reporting Manager:** [Manager Name]

Please coordinate with your current supervisor to ensure a smooth transition of your existing responsibilities by [Transition End Date].

Congratulations on this well-deserved advancement. We look forward to your continued success in your new role.

Sincerely,

[Sender Name]
[Title]
[Company Name]

Acknowledgment:

I accept the promotion and the terms outlined above.

[Employee Signature]