

[Date]

[Employee Name]

[Current Job Title]

[Employee ID]

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the position of [New Job Title] at [Company Name]. This promotion is effective as of [Effective Date].

In addition to your new responsibilities, this role requires your relocation to our office located in [New City, State/Country].

Position Details:

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

Relocation Terms:

The company will provide the following relocation assistance: [List benefits, e.g., moving stipend, temporary housing, travel reimbursement]. Your expected start date at the [New City] location is [Start Date].

Please review the attached updated job description and relocation policy. To accept this offer, please sign and return a copy of this letter by [Deadline Date].

Congratulations on your promotion. We look forward to your continued success in this new location.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acceptance:

I accept the promotion and relocation as outlined above.

Signature: _____ Date: _____