

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

[Date]

[Employee Name]
[Job Title]

Dear [Employee Name],

Following our recent discussions regarding your career goals and your future with [Company Name], we are pleased to formally offer you an off-cycle promotion and a revised compensation package. We value your contributions and are committed to your continued growth within our organization.

Effective [Effective Date], your new position will be [**New Job Title**], reporting to [Manager Name].

As part of this promotion and retention offer, your compensation will be adjusted as follows:

- **New Base Salary:** \$[Amount] per [Year/Hour]
- **Performance Bonus:** Eligible for [Percentage]% annual target bonus
- **Retention Bonus:** \$[Amount] (Subject to [Number] months of continued employment)
- **Other Benefits:** [List any additional perks or changes]

In this new role, your primary responsibilities will include [Brief Description of New Duties]. All other terms and conditions of your employment agreement remain in effect.

We are excited about the prospect of you staying with the team and leading [Company Name] toward its future goals. Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Employee Name], accept the promotion and the terms of the counter-offer as outlined above.

Signature: _____ Date: _____