

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID]

Subject: Internal Promotion and Transfer Notification

Dear [Employee Name],

Congratulations! We are pleased to formally offer you a promotion to the position of **[New Job Title]** within the **[New Department Name]** department, effective **[Effective Date]**.

This off-cycle promotion is a recognition of your exceptional performance and your contributions to [Company Name]. In your new role, you will report to **[New Manager Name]**.

The details of your updated compensation and benefits are as follows:

- **New Salary/Wage:** [Amount] per [Year/Hour]
- **Exemption Status:** [Exempt/Non-Exempt]
- **Bonus Eligibility:** [Details of bonus or "No change"]
- **Work Location:** [Office Location or Remote]

All other terms and conditions of your employment contract remain unchanged. Please review this letter and indicate your acceptance of this promotion by signing below and returning it to HR by [Due Date].

We look forward to your continued success and the impact you will make in your new role.

Sincerely,

[Name of HR Representative/Manager]

[Title]

[Company Name]

Acceptance:

I accept the promotion to [New Job Title] under the terms outlined above.

Signature: _____ Date: _____