[Current Date]

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

Subject: Internal Promotion and Departmental Transfer

Dear [Employee Name],

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

In this new role, you will report directly to [Supervisor Name]. Your primary responsibilities will include [Brief Description of Main Duty] and [Brief Description of Secondary Duty].

In recognition of your new responsibilities and continued contributions to the company, your annual base salary will be increased to [New Salary Amount], payable in accordance with our standard payroll schedule. This represents a [Percentage]% increase from your previous salary.

All other terms and conditions of your employment contract, including your benefits package and seniority date, remain unchanged unless otherwise specified in the attached job description.

Please sign and return a copy of this letter by [Deadline Date] to indicate your formal acceptance of this promotion.

Congratulations on your new role. We look forward to your continued success in the [New Department] department.

Sincerely,

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

Acceptance:

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

_____
[Employee Signature]

_____
[Date]