

[Date]

[Employee Name]  
[Current Department]

Dear [Employee Name],

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

This promotion recognizes your hard work and the significant contributions you have made to [Current Department]. We believe your skills will be a great asset to the [New Department] team.

The details of your new role are as follows:

- **Effective Date:** [Start Date]
- **New Salary:** [Amount] per [Year/Hour]
- **Job Grade/Level:** [Level, if applicable]
- **Work Location:** [Location/Office]

Your current benefits and seniority with the company will remain unchanged unless otherwise specified in the attached updated compensation plan.

Please review this offer and signify your acceptance by signing below and returning this letter by [Deadline Date]. We will coordinate with your current manager to ensure a smooth transition of your existing responsibilities.

We look forward to your continued success in this new capacity.

Best regards,

[Sender Name]  
[Title]  
[Company Name]

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**Acceptance:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_