

[Date]

[Employee Name]
[Current Department]

Subject: Promotion Offer for [New Job Title]

Dear [Employee Name],

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

This promotion recognizes your hard work, dedication, and significant contributions to [Company Name]. We are confident that you will continue to excel in this new role.

The details of your updated employment terms are as follows:

- **New Job Title:** [New Job Title]
- **Reporting Manager:** [Manager Name]
- **New Annual Salary:** [Amount]
- **Exempt/Non-Exempt Status:** [Status]
- **Work Location:** [Location/Remote]

All other terms and conditions of your original employment agreement, including your benefits and seniority, will remain in effect unless otherwise stated.

To accept this promotion, please sign and return this letter by [Deadline Date].

We look forward to your continued success with the team.

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____