

[Date]

[Employee Name]  
[Current Department]

**Subject: Notification of Promotion and Transfer**

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the position of [New Job Title]. Along with this promotion, you will be transferring from the [Current Department] to the [New Department] at our [Location/Branch] office.

Your new role will officially begin on [Start Date]. In this managerial capacity, you will report directly to [Supervisor Name/Title]. Your primary responsibilities will include [Brief Description of Key Duties].

As part of this promotion, your compensation and benefits have been updated as follows:

- New Annual Salary: [Amount]
- Incentive/Bonus Structure: [Details]
- New Work Schedule: [Details]

Your hard work and commitment to the company have been outstanding. We are confident that you will bring the same level of leadership and excellence to your new team. Please sign and return a copy of this letter to acknowledge your acceptance of the new terms.

Congratulations on this well-deserved advancement.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

**Acknowledgment:**

---

[Employee Signature]