Subject: Promotion to Full-Time Status

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Congratulations. We are pleased to formally offer you a promotion from your current position to Full-Time status as [Job Title] at [Company Name], effective [Start Date].

In your new role, your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your compensation and benefits package will be updated as follows:

- **Salary/Wage:** $[Amount] per [Year/Hour]
- **Schedule:** [Number] hours per week
- **Benefits:** You are now eligible for [List benefits, e.g., health insurance, paid time off, 401k matching].

Please review this document and the attached job description. If you accept this promotion, please sign and return a copy of this letter by [Deadline Date].

We appreciate your hard work and look forward to your continued contributions to the team.

Sincerely,

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

Acceptance:

I accept the promotion to Full-Time status as outlined above.

_____
[Employee Signature]

_____
[Date]