

[Current Date]

[Employee Name]

[Employee ID]

[Current Department]

**Subject: Notification of Promotion and Department Transfer**

Dear [Employee Name],

Following the successful completion of your probation period on [Probation End Date], we are pleased to inform you that your performance has met the required standards for advancement. Consequently, we are delighted to offer you a promotion to the position of [New Job Title].

In conjunction with this promotion, you will be officially transferred from the [Current Department] to the [New Department], effective [Effective Date].

The terms of your new role are as follows:

- **New Position:** [New Job Title]
- **New Department:** [New Department]
- **Reporting Manager:** [Manager Name]
- **New Salary/Compensation:** [Amount] per [Year/Month]
- **Effective Date:** [Date]

Your current benefits and seniority with the company will remain unaffected by this transfer. Please coordinate with your current supervisor to ensure a smooth handover of your existing responsibilities before your start date in the new department.

We congratulate you on your hard work and look forward to your continued contributions to the company in this new capacity.

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

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**Acceptance:**

I accept the promotion and transfer as outlined above.

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