

[Date]

[Employee Name]
[Current Job Title]
[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] at our [New City/Location] office, effective [Start Date].

As discussed, this promotion involves a permanent relocation. Your new compensation package will be [Salary Amount] per [Year/Month]. Your reporting manager will be [Manager Name].

To assist with your move, the company will provide the following relocation benefits:

- [Benefit 1: e.g., Moving expense reimbursement]
- [Benefit 2: e.g., Temporary housing allowance]
- [Benefit 3: e.g., Relocation stipend]

Please review the attached Relocation Policy for full details on eligibility and reimbursement procedures. You are required to report to the [New Location] office on [Reporting Date].

Please sign and return this letter by [Deadline Date] to indicate your acceptance of the promotion and relocation terms.

We are excited about your future contributions in [New Location].

Sincerely,

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

Acceptance:

I accept the promotion and the terms of the relocation as outlined above.

Signature: _____ Date: _____