

Promotion Offer Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

We are thrilled to extend to you our heartfelt congratulations on your promotion to [New Position Title] at [Company Name]. Your hard work, dedication, and exceptional performance have been recognized by the management, and we are delighted to offer you this well-deserved opportunity to take on new responsibilities and challenges within our organization.

Effective [Promotion Start Date], you will assume the role of [New Position Title], reporting directly to [Supervisor/Manager's Name]. Your annual salary for this new position will be [New Salary Amount], which will be paid on a [bi-weekly/monthly] basis. Please find the detailed compensation package attached to this letter.

As a [New Position Title], you will be responsible for [Brief Description of New Responsibilities]. We have no doubt that your outstanding skills and leadership abilities will significantly contribute to the growth and success of our company.

In addition to the financial rewards of your promotion, you will also receive an enhanced benefits package, which includes [Brief Mention of Benefits, such as healthcare, retirement plans, etc.].

Further details about these benefits will be provided separately in the employee handbook or during the onboarding process.

We would like to request your presence at a meeting on [Meeting Date] at [Meeting Time], where you will have the opportunity to discuss the specifics of your new role and address any questions or concerns you may have.

Please sign and return a copy of this letter to indicate your acceptance of the promotion. If you have any questions before the meeting, feel free to contact [Supervisor/Manager's Name] at [Supervisor/Manager's Email/Phone].

Once again, congratulations on your promotion! We look forward to your continued success at [Company Name] and are eager to see the positive impact you will make in your new role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

I, [Employee Name], hereby accept the promotion to [New Position Title] at [Company Name] and acknowledge the terms and conditions outlined in this promotion offer letter.

Signature: _____

Date: _____