

Employee Promotion Offer Letter

[Date]

Subject: Promotion Offer

Dear [Employee Name],

We are pleased to inform you of your promotion at [Company Name]. In recognition of your outstanding contributions and consistent dedication, effective [Promotion Effective Date], your new position will be **[New Position Title]** in the [Department Name] department.

Your revised compensation package will be as follows:

- Annual Salary: [New Salary]
- Benefits: [Updated Benefits, if applicable]
- Other Rewards: [Any additional rewards, if applicable]

Your new responsibilities will include:

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

Please confirm your acceptance of this promotion by replying to this letter or contacting [Contact Person/HR Name] at [Contact Information].

We thank you for your dedication and look forward to your continued success in your new role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]