

[Date]

[Employee Name]

[Employee Job Title]

[Department]

Internal Promotion Offer Letter

Dear [Employee Name],

We are pleased to inform you of your promotion to the position of **[New Position Title]** in the **[New Department]** effective **[Effective Date]**.

In your new role, your responsibilities will include:

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

Additional details regarding your new duties will be provided by your manager.

Your new compensation will be **[New Salary]** per [year/month/hour], payable in accordance with our company's standard payroll procedures. All other terms and conditions of your employment will remain unchanged.

Please acknowledge your acceptance of this promotion by signing below.

Congratulations on your well-deserved promotion, and we look forward to your continued success at [Company Name].

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

Accepted by: _____ Date: _____