

Employee Contract Agreement for Promotional Offers

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to offer you a promotional opportunity within [Company Name]. This agreement outlines the terms and conditions of your new role, effective [Start Date].

Position Details:

- New Position: [Insert New Position]
- Department: [Insert Department]
- Salary: [Insert Salary]
- Benefits: [Insert Benefits]

Terms of Agreement:

You agree to fulfill the responsibilities of your new position and adhere to all company policies and procedures. This promotion is contingent upon your continued performance and alignment with company values.

Acceptance:

Please indicate your acceptance of this promotional offer by signing below and returning a copy of this agreement by [Response Deadline].

Employee Signature

Date: _____

We are excited about your continued growth and contributions to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]