

Conditional Offer of Promotion

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Position: [Current Position]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a conditional promotion to the position of [New Position Title] within [Department/Team Name]. This is in recognition of your contributions and dedication to the company.

This promotion is conditional upon the following:

- Successful completion of [specific training, certification, or probationary period].
- Meeting performance objectives outlined in the promotion criteria by [specific date].
- Approval from [relevant authority, e.g., HR, direct supervisor].

The effective date of your promotion will be [Effective Date], pending the fulfillment of the above conditions. Upon successful completion, your new salary will be [New Salary Amount] per annum, along with [any additional benefits, if applicable].

Please acknowledge your acceptance of this conditional offer by signing and returning a copy of this letter by [Response Date]. If you have any questions or require further information, feel free to reach out to [Contact Person's Name and Position].

Congratulations on this opportunity to advance your career with [Company Name]. We look forward to your continued success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Acceptance: _____

(Employee's Signature)

Date: _____