

Job Promotion Offer

Date: [Insert Date]

To: [Employee's Name]

Position: [Current Position]

[Company Name]

[Company Address]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a promotion to the position of [New Position] at [Company Name], effective [Start Date]. This decision is a recognition of your hard work, dedication, and the valuable contributions you have made to our team.

Your new responsibilities will include:

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

In your new role, you will receive an increased salary of [New Salary] and additional benefits, which include [List any new benefits].

Please review this promotion and confirm your acceptance by [Acceptance Deadline]. Should you have any questions or require further information, feel free to reach out.

Congratulations on this well-deserved promotion! We look forward to your continued success at [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]