

Conditional Promotion Offer

Dear [Employee's Name],

We are pleased to inform you that we would like to offer you a promotion to the position of [New Position Title] within the [Department Name]. This promotion is contingent upon [specific conditions, e.g., completion of a training program, meeting performance metrics, etc.].

Your new role will take effect on [Effective Date], and your new salary will be [New Salary]. Along with this promotion, you will also be eligible for additional benefits as outlined in our company policy.

Please review the terms and let us know if you have any questions. To accept this conditional offer, please sign and return this letter by [Deadline Date].

We appreciate your hard work and dedication to our company and look forward to your continued contributions in your new role.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]