

# Promotion Offer Clarification

Dear [Employee's Name],

Congratulations on your promotion to [New Position]! We are excited to have you take on this new role.

I would like to take a moment to clarify the details of your promotion offer:

- **New Salary:** [New Salary Amount]
- **Effective Date:** [Effective Date]
- **New Responsibilities:** [Brief Description of New Responsibilities]
- **Reporting Structure:** [Who You Will Report To]

If you have any questions or need further clarification, please feel free to reach out to me.

Once again, congratulations on your well-deserved promotion!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]