

Internal Transfer Job Offer

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Internal Transfer Job Offer for Promotion

Dear [Employee Name],

We are pleased to extend to you an offer for an internal transfer to the position of [New Position Title] in the [New Department/Team Name], effective [Start Date]. This decision is based on your exceptional performance and dedication in your current role as [Current Position Title].

Your new position will include the following responsibilities:

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

As part of this promotion, your salary will be adjusted to [New Salary] annually, and you will also be eligible for [Any additional benefits or bonuses].

Please confirm your acceptance of this offer by [Acceptance Deadline]. Should you have any questions, feel free to reach out to me directly.

Congratulations on this well-deserved promotion!

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]