

Career Path Offer Letter

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to extend you an offer for a new career path within our organization that we believe aligns with your skills and aspirations.

Position: [New Position Title]

Starting Date: [Insert Start Date]

Responsibilities:

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

We believe this new opportunity will benefit your career progression and contribute to our organizational goals. Please confirm your acceptance of this offer by [Insert Deadline].

We look forward to your continued contributions and success in this new role.

Best regards,

[Your Name]

[Your Title]

[Company Name]