

Promotional Job Offer

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We are pleased to offer you a promotion to the position of [New Job Title] at [Company Name], effective [Start Date]. This decision is a reflection of your hard work, dedication, and contributions to our team.

In your new role, you will be responsible for [Brief Overview of Responsibilities]. Your new salary will be [New Salary], and you will continue to enjoy the benefits provided by [Company Name].

We believe that this promotion is not only a recognition of your accomplishments but also an opportunity for you to further develop your career with us.

Please confirm your acceptance of this offer by [Acceptance Deadline]. Should you have any questions or require further discussion, feel free to reach out to [Contact Person] at [Contact Information].

Congratulations once again on your promotion. We look forward to your continued success in your new role.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]