

[Add company letterhead here]

**Internal Promotion or Transfer Offer Letter Template Instructions:**

- Click on “File” and then “Make a Copy” so that you have access to the template.
- Replace copy in the [ ] with information and details about your business.
- Delete template **\*\*instructions\*\*** as you complete each section.

Dear [Candidate Full Name],

We are excited to extend you an [offer or promotion] in the role of [position title] at [company name], with an anticipated start date of [desired start date].

The starting salary for this position is [dollar amount] per [hour or year]. Payment is on a [weekly, biweekly, monthly, etc.] basis, starting on [date of first pay period], and is issued via [check, direct deposit, etc.].

In addition, your current benefits will be adjusted to reflect your new salary. We are also pleased to offer you the following additional benefits [travel reimbursement, etc.].

The expectations of this position are [description of role and responsibilities]. You will be reporting to [supervisor name and title], who can be reached at [supervisor phone number or email address].

Please confirm your acceptance of the [role title] position, as well as all of the above terms and conditions, by signing this letter and returning it to [contact name] by [date].

Sincerely,

[Your Name and Title]