

(insert company letterhead/ logo)

COMPANY NAME
COMPANY OWNER/ROLE
COMPANY ADDRESS

DATE

NAME OF CANDIDATE
CANDIDATE ADDRESS

Dear (first name of candidate),

Congratulations on your promotion to (JOB TITLE). Your new position will be effective (DATE) and you will report to (MANAGER NAME & TITLE). This is a (PART-TIME or FULL-TIME) role and your position will be (EXEMPT or NON-EXEMPT).

The offered compensation for this role is (INSERT COMPENSATION AMOUNT & FREQUENCY). We have attached your updated job description.

(ADD AT-WILL STATEMENT)

Please accept or reject this offer by (INSERT DATE). You can contact me at (INSERT EMAIL) or (INSERT PHONE NUMBER).

If you have any questions, please contact me as soon as possible.

Congratulations on your new position and we look forward to your continued success at (COMPANY NAME).

Sincerely,

COMPANY OWNER NAME, POSITION
<INSERT DISCLAIMER AND EQUAL OPPORTUNITY EMPLOYER STATEMENT>