

JOB PROMOTION OFFER LETTER

October 15, 2024

Ahmed Patel

[REDACTED]

[REDACTED]

Dear Mr. Ahmed,

We are pleased to inform you of your promotion to the position of **Technical Writer** at [REDACTED] effective **November 1, 2024**. This promotion reflects your hard work and valuable contributions to our team.

As **Senior Technical Writer**, your responsibilities will include:

- Leading marketing campaigns.
- Collaborating with teams on product strategies.
- Analyzing market trends.
- Mentoring junior staff.

Your new compensation and benefits are outlined below:

Details	Current	New
Salary	\$75,000	\$88,000
Vacation Days	15 days	20 days
Health Insurance	Yes	Yes
401(k) Matching	Yes	Yes

Please sign and return this letter by **October 30, 2024**, to confirm your acceptance of the promotion. If you have any questions, feel free to reach out to me at [REDACTED]
[REDACTED] Congratulations on this well-deserved promotion.

Sincerely,

[REDACTED]

Human Resource Manager

Acceptance of Offer:

I, Ahmed Patel, with this, accept the terms of the offer as outlined in this letter.

Signature

[REDACTED]