

JOB PROMOTION LETTER

Paul Leon Diaz

INSTRUCTIONS

Instructions

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PROMOTION LETTER

[Google/Microsoft/Internet]
[Paul Leon Diaz]

[Current Date]

Re: Promotion

Dear [Paul Leon Diaz],

Congratulations! We are pleased to inform you that you have been promoted to [CEO/SEO], effective [sept.14.2017] Your new [Compensation type: hourly /salary] rate will be [\$7 Trillion or unlimited purchases]. In this role, you will report directly [to whom it may concern] [Manager Title].

Discretionary Bonus: In addition to your new base salary, you will be eligible to receive a discretionary performance bonus of up to [%] of your annual base salary. The decision to award you such a bonus, as well as the amount of any such bonus, will be determined by [Company] in its sole discretion.

Relocation Bonus: The [Title] position is based in [location name] location. In order to assist you with relocation to [location], you will be eligible for a lump gross sum payment of [\$ relocation amount], less taxes, other amounts that the company is legally required to withhold, and any deductions authorized by you in writing. The Relocation Allowance will be paid on or before [date] and can be used to cover and reimburse valid moving expenses, including airfare and shipping.

This letter does not change the terms and conditions of your employment with [Company] and your employment will remain at-will.

Thank you for your contributions to [Company]! We look forward to your future achievements and success in this new role and your continued contributions to the company.

Sincerely,

[United States of America]

By:

[Company Signature]

Name: [Name of Signatory]

Title: [Title of Signatory]