



HUMAN RESOURCES

Date

Name

Address

Address

RE: **PROMOTION**

Dear

It is with great pleasure that we offer you a promotion to

We are all looking forward to working with you in this new capacity and feel confident that your prior experience and knowledge of the organization will add great value to both the work and mission of the Company. What follows summarizes the terms of your promotion:

1. Position:
2. Reporting:
3. Salary:
4. Additional
Compensation:
5. Status:
6. Insurance
8. Retirement:
9. Vacation:
10. Holidays:
11. Performance Review: .
11. Commencement:

12. Miscellaneous: .

Congratulations and please do not hesitate to contact me at 508.520.2711 ext.1239 if the above information gives rise to any questions. Please acknowledge the terms set forth in this Letter of Promotion and sign where indicated and return the enclosed copy to me keeping a copy for your records.

Sincerely,

Richard J. Lunetta,
SVP, Global Human Resources

Acknowledged:

Name

Date