<Today’s Date>

Employee Name

Street Address

City, State, ZIP

Dear <Employee Name>,

Congratulations on your promotion! As discussed, <Company Name> is promoting you to the position of <New Position Title>. Your promotion is effective <Scheduled Start Date> and you will report to <Supervisor Name>. A copy of the job description for this position is attached.

The pay for this position is an <Annual Salary/Hourly Wage of \_\_\_>. Other terms and conditions of employment may be found in the Employee Handbook.

As a reminder, <Company Name> is an at-will employer. This means that both you and <Company Name> reserve the right to terminate the employment relationship at any time for any reason. This letter does not constitute a contract of employment.

Once again, congratulations!

Sincerely,

**<Name>**

<Title>