

PROMOTION OFFER LETTER

Employee Name: _____ Employee ID: _____

Company Information:

Company Name: _____

Department: _____

Supervisor: _____

Promotion Details:

New Position/Title: _____

New Department (if applicable): _____

New Supervisor: _____

Effective Date: _____

Compensation:

New Salary / Wage: _____ USD

Additional Benefits (if any): _____

Terms and Conditions:

This Promotion Offer Letter (the "Offer") is made by the Company to the Employee and is subject to the terms and conditions outlined herein. The Employee's acceptance of this Offer constitutes agreement to the terms of promotion and employment with the Company under the new role specified. The Employee acknowledges that employment is at-will and that this Offer does not constitute a contract guaranteeing continued employment for any specific term. The Employee agrees to fulfill the duties and responsibilities associated with the new position and to comply with all Company policies, procedures, and standards. The Company reserves the right to modify or revoke this Offer at its sole discretion. Compensation changes are contingent upon Company approval and applicable payroll processing. Benefits and eligibility shall be governed by the Company's benefit plans and policies, which may be updated from time to time.

Confidentiality and Non-Disclosure:

The Employee agrees to maintain the confidentiality of all proprietary, confidential, or sensitive information obtained during employment. This obligation survives termination of employment. The Employee shall not disclose, use, or permit the use of such information except as required in the course of employment.

Acknowledgment and Acceptance:

By signing below, the Employee acknowledges receipt and understanding of this Promotion Offer Letter and agrees to the terms and conditions herein. This Offer constitutes the entire understanding between the Employee and the Company relating to the promotion, superseding all prior discussions or agreements.

EMPLOYEE'S SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://letter247-us.com/promotion-offer-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letter247-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.