**JOB PROMOTION LETTER**

**INSTRUCTIONS**

**Instructions**

1. Delete this first page of instructions before using your template
2. Fields [in brackets] are placeholders for your information. Please replace this for your use case.
3. Delete any paragraphs that do not apply to your offer.
4. This template is provided “as is.” Please consult your own legal counsel before use.

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**Please remove this instructional page before use**

**PROMOTION LETTER**

[Your Company Logo]

[Current Date]

Re: Promotion

Dear [Name],

Congratulations! We are pleased to inform you that you have been promoted to [Title], effective [Date]. Your new [Compensation type: hourly /salary] rate will be [$ amount]. In this role, you will report directly to [Manager Name], [Manager Title].

**Discretionary Bonus:** In additional 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,

[Company Name]

By:

[Company Signature]

Name: [Name of Signatory]

Title: [Title of Signatory]