

(insert company letterhead/ logo)

COMPANY NAME
COMPANY OWNER/ROLE
COMPANY ADDRESS

DATE

NAME OF CANDIDATE
CANDIDATE ADDRESS

Dear (first name of candidate),

Congratulations on your promotion to (JOB TITLE). Your new position will be effective (DATE) and you will report to (MANAGER NAME & TITLE). This is a (PART-TIME or FULL-TIME) role and your position will be (EXEMPT or NON-EXEMPT).

(*ONLY ADD IF CHANGING THE WORK SCHEDULE*) Your revised work schedule will be (INSERT SCHEDULE DETAILS HERE. ex. Monday through Friday, from 9:00AM to 5:PM EST, with a one-hour lunch break. Any overtime must be pre-approved by your supervisor).

(*ONLY ADD IF RETAINING THE WORK SCHEDULE*) You will retain your current work schedule, which is (INSERT SCHEDULE DETAILS HERE. ex. Monday through Friday, from 9:00AM to 5:PM EST, with a one-hour lunch break. Any overtime must be pre-approved by your supervisor).

The offered compensation for this role is (INSERT COMPENSATION AMOUNT & FREQUENCY). We have attached your updated job description.

(ADD AT-WILL STATEMENT)

Please accept or reject this offer by (INSERT DATE). You can contact me at (INSERT EMAIL) or (INSERT PHONE NUMBER).

If you have any questions, please contact me as soon as possible.

Congratulations on your new position and we look forward to your continued success at (COMPANY NAME).

Sincerely,

COMPANY OWNER NAME, POSITION
<INSERT DISCLAIMER AND EQUAL OPPORTUNITY EMPLOYER STATEMENT>

