Internal Job Offer Letter Template

It is not uncommon for companies to offer a new job opening to a current employee.

Although this is a present employee, the company still has to send an internal job offer in order to make this promotion official.

Dear [Employee’s name],

As discussed before, we are excited to officially promote you to **[Senior Account Manager / Team Leader]** as of **[date]**.

Attached, you’ll find your updated contract containing your new employment terms and your compensation benefits and package.

Please assess, review and **[come by the HR’s office to sign it / send back signed via email]** until **[date]**. Feel free to connect if you have any questions.

We appreciate your commitment and hard work to the**[Company\_name]** team for the past **[\_\_\_ years]**. We are all looking forward to seeing you achieve brilliant things in your new role.

Congratulations!

Best,

**[Your name]**

**[Your email signature]**