[Date]

[Name of Employee]

[Address of Employee]

[Community, Zip Code]

RE: Job Offer - [Name of Position] Position

Dear [Name of Employee],

It is my pleasure to extend you an offer for promotion to the position of [name of position] in the [name of department] department at [name of location]. This position reports to [Name of Immediate Superior], [Name of Position of Superior] which will take effect on [Start Date] having a probationary period of six months should you accept the offer.

You will be given a salary of $ [amount] per hour. An addition of $ [amount] will be given as your allowance per year. In connection to the Employee’s Handbook, you shall be entitled to [number] days paid vacation leave and [number] days sick leave credits per year.

Additional benefits will include the following:

[Insert list of additional benefits]

If you find the above mentioned terms and conditions agreeable and accept this offer, please indicate acceptance by signing a copy of this letter. Send the acceptance letter to [name of recruitment officer] with fax number [fax number] and [email address].

Congratulations and best of luck with your promotion. For any additional questions and queries concerning this job offer, feel free to call me at [contact number]

Sincerely,

[Name of Human Resource Personnel]

[Human Resource Job Role or Title]

Offer Acceptance:

I accept the job offer along with the terms and conditions herewith.

[Signature]

[Name of Employee]

[Date Signed]