[Date]

[Name of Employee]

[Address of Employee]

[Community, Zip Code]

Dear [Name of Employe],

Congratulations on your promotion to the [name of position] position in the [name of department] at [name of location]. Your date of effectivity shall be on [start date] having a salary of $ [amount] per [hour or month].

You are to report to [name of immediate superior] at [name of location] on [date] at [time]. Attached herewith is a list of requirements you’ll need to complete on or before your third day of employment.

A probationary period of [number] months will be served to successfully complete the trial service. Your vacation leave and sick leave credits shall be carried or transferred over in full.

Thank you again for accepting the position. We are looking forward to having your skills and talents put to good use and benefit in assisting the company to success. Should you have any additional questions and clarifications, please contact me through the information provided below.

Sincerely,

[Signature]

[Name of Sender]

[Job Role or Position]

[Name of Company]

[Address of Company]

[Contact Information]