[Company Letterhead]

[Date]

[Name of Employee]

[Position or Job Title]

[Address of Employee]

[Community, Zip Code]

Dear [Name of Employee],

It is with honor and my pleasure to inform you that you have been selected for the position of [name of position] at the [name of department] department in [location].

Should you accept the said position, you will get $ [amount] per [hour or month or year plus the following benefits:

[provide list for benefits here]

Your new job responsibilities will include the following:

[provide list of tasks and duties]

Please let us know of your acceptance of this promotion on or before [deadline date] so we can immediately process all the required documentation. We look forward to hearing more good things from you. For additional needed information and questions, please feel free to contact me through the information provided for below.

Sincerely,

[Signature]

[Name of Sender]

[Job role or position]

[Contact Information]