**LETTER TEMPLATE**

**INTERNAL JOB OFFERS**

Dear **[Candidate Name],**

Congratulations on your promotion to **[position title]** with the **[department name]** at **[company name].**

**[Company name]** will start your salary at **[dollar amount]** per **[hour, year, etc.].** Paychecks will be distributed **[weekly, biweekly, monthly, etc.],** starting on **[date of first pay period].**

As this is a new position within the company, you are expected to complete a **[week, month, etc.]** of training with the **[department name] [manager, supervisor, etc.].**

**[Company name]** looks forward to continuing a positive working relationship with you. If you have any questions, please reach out to HR, or contact us directly.

Best,

**[Your Signature]**

**[Your Printed Name]**

**[Your Job Title]**