**INTERNAL PROMOTION OFFER EMAIL LETTER**

**Subject line:** Congratulations on your new role! / Your new employment contract

Dear / Hi **[Employee’s name],**

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

Attached you’ll find your updated contract that contains your new employment terms along with your compensation package and benefits. Please review and **[come by the HR’s office to sign it / send back signed via email]** until **[date]**. Feel free to reach out to me, should you have any questions.

We appreciate your hard work and commitment to the **[Company name]** team for the past **[two years]**. We’re all looking forward to seeing you achieve great things in your new role.

Congratulations!

Best,

**[Your name]**

**[Your email signature]**