**INTERNAL JOB OFFER LETTER**

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]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature** |  | **Printed Name** |  | **Date:** |