### Internal job offer letter template

Dear/Hi [Candidate Name],

As previously discussed, we are pleased to officially promote you to [position title] as of [date].

Your salary will start at [dollar amount] per [hour, year, etc.].

Attached you will find your updated employment contract with the new terms along with details of your compensation and benefits.

As this is a new position within our 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 constructive working relationship with you. If you have any questions, please get in touch with HR or contact us directly.

Congratulations!

[Your name]

[Your Signature]

[Date]

[Candidate signature]