Internal promotion offer email template | Workable

**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 Leade*r] 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*]