WELCOME TO THE TEAM

[Candidate Name],

As discussed, we are happy to officially promote you to [Job Title] as of [Day, MM/DD].

Attached you will find an updated employee contract with new employment terms and information on your compensation package and benefits. Please review, sign, and return to me by [Day, MM/DD].

We appreciate your commitment to our team and look forward to seeing you achieve great things in your new role.

Let me know if you have any questions.

[Sender Name]

[MM/DD/YYYY]