

Offer Letter for Promotion

[Company Logo]

XYZ Corporation

123 Business Rd.

Business City, BC 56789

[Date: September 15, 2024]

Ms. Jane Doe

1234 Maple Street

Suburbia, ST 12345

Dear Jane,

Subject: Offer of Promotion to Senior Manager, Marketing

We are pleased to offer you a promotion to the position of **Senior Manager, Marketing** at XYZ Corporation, effective October 1, 2024. This promotion is a testament to your hard work, dedication, and significant contributions to our marketing department over the past years.

As a Senior Manager, Marketing, you will be responsible for overseeing the marketing department, developing strategic marketing plans, and managing our marketing team to achieve our company's objectives. A detailed job description is attached for your reference.

In recognition of your new role, we are pleased to offer a revised annual salary of \$85,000, payable in bi-weekly installments of \$3,269.23, before deductions and withholdings. Additionally, you will be eligible for our annual performance bonus program, with a target bonus of 15% of your annual salary.

Your promotion also includes an enhanced benefits package, which includes health, dental, and vision insurance, a 401(k) plan with company matching, and an additional

week of paid vacation. Full details of your benefits package are outlined in the enclosed documents.

Your continued employment will be on an at-will basis, which means either party can terminate the employment relationship at any time with or without cause or notice. This letter does not constitute a contract of employment.

Please sign and return the enclosed copy of this letter as a token of acceptance of this offer, along with the confidentiality agreement, by September 22, 2024.

We are excited about your future with XYZ Corporation and are confident in your ability to contribute to our success in your new role. Should you have any questions about this offer, please do not hesitate to contact me directly.

Congratulations on your well-deserved promotion, Jane. We look forward to your continued contributions and leadership in the marketing department.

Warm regards,

John Smith

Director of Human Resources

XYZ Corporation

Enclosures: Job Description, Benefits Summary, Confidentiality Agreement