

JOB PROMOTION LETTER

Company Name: _____

Company Address: _____

Employee Information:

Full Name: _____

Employee ID / Number: _____

Current Position: _____

Department: _____

Promotion Details:

New Position / Title: _____

New Salary / Compensation: _____

Effective Date: _____

Terms and Conditions:

1. The Employee's promotion to the new position is subject to the terms and conditions set forth herein and complies with all applicable federal and state laws of the United States. 2. The Employee agrees to fulfill the duties and responsibilities associated with the new position to the best of their abilities. 3. Compensation and benefits shall be as outlined above and are subject to company policies and applicable law. 4. This promotion does not alter the at-will nature of the employment relationship unless otherwise stated in a separate written agreement. 5. The Employee shall continue to adhere to all company policies, procedures, and codes of conduct. 6. The Company reserves the right to modify or rescind this promotion subject to applicable laws and contractual obligations. 7. Any disputes arising out of or related to this promotion shall be governed by the laws of the United States and the relevant state jurisdiction. 8. The Employee acknowledges receipt of this letter and agrees to the terms herein by signing below.

Acknowledgment and Acceptance:

I, the undersigned Employee, acknowledge and accept the promotion stated above, including all terms and conditions. I understand that this letter constitutes a binding agreement and that I have had the opportunity to ask questions and seek advice regarding its contents.

EMPLOYEE SIGNATURE

AUTHORIZED COMPANY REPRESENTATIVE

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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