

**Sample Letter: Promotion Offer Letter**

((Date))

((Applicant Name))  
((Applicant Address))

Dear ((Name)),

Congratulations on your promotion to the ((position title)) for ((agency)). Your promotion date is effective ((date)), and your salary is \$((salary)) per month. This is Step ((#)) of Salary Range ((#)). **Or** Your salary is between Steps ((#)) and ((#)) and will remain off-step until your next salary eligibility date. **Or** *(List other circumstances affecting the salary.)*

You must bring identifying documents necessary to complete an Employment Verification Form (I-9). Attached is a sample Form I-9. Page three lists the types of documents you need to bring to verify your eligibility to be employed. Your employment is contingent upon your eligibility for employment. ((Only to be included if candidate is new to the agency.)) Please report to ((name of supervisor)) at ((location)) on ((date)) at ((time)).

You will serve a promotional trial service period of ((#)) months. *((If applicable, if you successfully complete promotional trial service, you will receive a one-step salary increase.)) ((Check the appropriate CBA or State HR Policy 20.005.10 Pay Practices.))*

Our agency accepted ((#)) hours of your vacation leave. Your unused Personal Business Leave and Sick Leave will transfer in full. *((If applicable.))*

I have included two copies of this letter. Please sign one and return it to me by ((date)). The other copy is for you to keep.

Thank you for accepting this position. The skills and talent you bring to this position will greatly assist this administration in achieving its goals.

Sincerely,

((Agency Contact Name))  
((Contact Title))  
((Agency))  
((Contact Information))

cc: Personnel File

Attachments: Sample Form I-9  
Copy of Offer Letter

---

I understand and agree to the above information regarding my employment with ((agency)).

Signature \_\_\_\_\_ Date \_\_\_\_\_