

**Sample Offer Letter – Internal Transfer or**

**Promotion to Different Department**

##### (Insert Date)

***(Insert Name of Selected Applicant)***

***(Insert Address)***

Dear ***(Insert Name):***

We are pleased to offer you a ***(transfer/promotion)*** to the position of ***(Insert Name of Job Title)*** at the ***(insert location)*** office at a ***(monthly/hourly)*** rate of ***($$$)*** with an anticipated start date of ***(DATE)***. Your benefits will remain unchanged with this transfer.

To aid you with the transition to your new position, I will be having performance discussions with you through evaluations I will complete at the end of your first, third and fifth months. Please feel free to ask questions about your new position and/or your performance at any time. ***[Note: This is encouraged but not required. If hiring supervisor does not see the need for these evaluations, delete paragraph from offer letter.]***

Congratulations on being selected for your new position and I look forward to working with you as we serve the people of Texas!

Please sign below indicating your acceptance of the terms and conditions of this offer and return.

Sincerely,

***(Hiring Supervisor Name)***

***(Title)***

I accept the terms and conditions of this offer.

***(Insert Name of Selected Applicant)*** ***(Insert Date)***