**Sample – Offer Letter, Transferring/Promoting Existing Employee**

*Copy and paste what is below onto your agency letterhead*

**[Date]**

Dear **[Employee’s Full Name]**,

It is my pleasure to officially extend you an offer of employment as a/an **[Title]**, with the Department of **[Department/Division]**. Your movement into this position will place you at a Grade **[XX]**, Step **[XX]**.

As discussed, your first day will be **[Day, Month, Year]**, at **[Time]**. Please report to **[Name of Supervisor]**, at **[Address; Phone]**.

A pre-employment criminal history check and fingerprinting is required of all Department of **[Department]** employees. This offer of employment is contingent upon you successfully passing a pre-employment drug test and a criminal background check. **[Remove/modify this section if not applicable.]**

This letter does not constitute a contract. The Department of **[Department]** reserves the right to correct clerical errors that may occur in this document.

Please sign and date the section below to accept this offer of employment and return the signed letter by email.

If you have questions, please do not hesitate to contact me at **[Phone Number]**. I look forward to having you join our team!

Sincerely,

**[Name]**

**[Title]**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, accept the position of **[Title]** for the Department of **[Department/Division]** under the terms of this offer dated **[Date of Letter]**.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_