[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Promotion Appointment Letter

Confirming a promotion in writing: the previous role, the new role, the effective date, and the revised terms.

[DD Month YYYY] **To:** [Employee name]

[Employee address line 1] [Employee address line 2] [Town or city], [Postal code]

Subject: Appointment to the role of [Job title] **Dear** [Employee name]**,**

We are pleased to confirm your promotion at [Company name]**, with effect from** [Effective date]**.**

Your promotion

Previous role	**New role**
Job title: [Previous job title]	**Job title:** [Job title]
Department: [Department]	**Department:** [Department]
Reports to: [Manager name]	**Reports to:** [Manager name]

Your revised gross salary will be [Currency] [Revised salary] **per year, paid** [Pay frequency] **on** [Pay date]**, before deductions.**

Your place of work will be [Place of work] **and your normal working hours will be** [Working hours]**.**

Your other terms of employment stay the same unless this letter changes them. Your probation period for the new role will be [Probation period]**. Please confirm your acceptance by signing below and returning this letter by** [Acceptance due date]**.**

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]

Acceptance

I, [Employee name]**, accept the promotion on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____