[Print on Employer's Le

Private and Confidential

- <<Employee's Name>>
- <<Address>>
- <<Address>>
- <<Post Code>>

<<Date>>

Dear <<name of employee>>,

Following our meeting on <<inse position of <<job title>> with effect amount>> and will apply from this for <<details of benefits e.g. pen period has now increased to <
 side.]

[Your promotion will initially be on this time, your performance and c and suitability for this new role. If, result of your performance that yo conduct is not suited to the role of you back to the position of <<form available. In these circumstances promotion level.]

If you have any questions concern as possible and we will do all we o

Please confirm your acceptance and dating the enclosed copy of the

We congratulate you on your pro the future success of the Company

Yours sincerely,

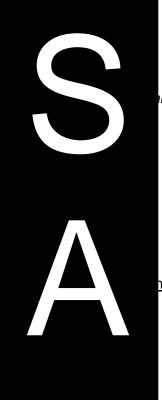
<<Name and Title>>
For and on behalf of <<Company

I accept the offer of promotion of date>>

Signed.....

PRINT NAME.....

@Simply-Docs - EMP.TR.07 - Confirmation of



ny Name and Address]

to confirm your promotion to the Your new salary will be <<state ur promotion, you are now eligible alth insurance>> and your notice and <<details>> on the Company unchanged.

onths' probationary period. During in order to ensure your capability period, the Company decides as a rrying out your new duties or your Company reserves the right to put nat there is still a suitable vacancy s will also be reduced to their pre-

tter, please let us know as soon nswered.

terms set down above by signing o <<state name/job title>>.

to your continued contribution to

ons in your letter dated <<insert