

[Print on Employer's Letterhead and Stamp with Company Name and Address]

Private and Confidential

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear <<name of employee>>,

Following our meeting on <<insert date>> to confirm your promotion to the position of <<job title>> with effect from <<state date>>. Your new salary will be <<state amount>> and will apply from this date. From <<state date>> onwards, your promotion, you are now eligible for <<details of benefits e.g. pension>> and your notice period has now increased to <<state period>> and <<details>> on the Company side. All other terms and conditions remain unchanged.

[Your promotion will initially be on a 12 months' probationary period. During this time, your performance and conduct will be monitored in order to ensure your capability and suitability for this new role. If, as a result of your performance that you are not meeting the requirements of the position, the Company decides as a result of your performance that you are not meeting the requirements of the position, the Company reserves the right to put you back to the position of <<former position>> if there is still a suitable vacancy available. In these circumstances your salary will also be reduced to their pre-promotion level.]

If you have any questions concerning this offer, please let us know as soon as possible and we will do all we can to answer them.

Please confirm your acceptance of these terms set down above by signing and dating the enclosed copy of this letter to <<state name/job title>>.

We congratulate you on your promotion and thank you for your continued contribution to the future success of the Company.

Yours sincerely,

<<Name and Title>>

For and on behalf of <<Company Name>>

I accept the offer of promotion on the terms set down above in your letter dated <<insert date>>

Signed.....

PRINT NAME.....