[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Confirmation of Promotion**

Following our meeting on [***insert date of meeting***] I am delighted to confirm your promotion to the position of [***insert Job Title***] with effect from [***insert date***]. Your new salary will be £[***insert amount***] per [***week/month/year***] and will apply from this date. **[**As a result of your promotion, you are now eligible for [***insert details of any benefits***] and your notice period has now increased to [***insert amount***] [***weeks/months***] on your side and [***insert amount***] [***weeks/months***] on the Company side**.]** All other terms and conditions of employment remain unchanged.

**[**Your promotion will initially be on a [***insert number***] 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, during the probationary period, the Company decides as a result of your performance that you are not capable of carrying out your new duties or your conduct is not suited to the role of [***insert Job Title***], the Company reserves the right to put you back to the position of [***insert former Job Title***], provided that there is still a suitable vacancy available. In these circumstances, your salary and benefits will also be reduced to their pre-promotion level.**]**

If you have any questions concerning the contents of this letter, please let us know as soon as possible and we will do all we can to ensure these are answered.

Please confirm your acceptance of this promotion on the terms set down above by signing and dating the enclosed copy of this letter and returning it to [***insert name and job title***].

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

Yours sincerely

[***Insert Name and Job Title***]  
For and on behalf of [***insert name of Company***]

[***Insert name and address of recipient***]

I accept the offer of promotion on the terms and conditions in your letter dated [***insert date***]

Signed:

Print Name:

Date:

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