



[Insert Date]

<Employee Name>
Physical Address or email address
Address

Dear Employee Name,

Re: Promotion to TITLE

Following our discussions on <date>, this letter serves as confirmation of the discussion your promotion into the role of [title]. This promotion recognises your contribution to [Company Name] and is well deserved.

The corresponding changes to your employment terms and conditions are outlined below:

- Title: _____ Updated Position Description attached
- Effective date: _____
- Department: _____
- Reporting Line: _____
- Remuneration: \$ _____ (gross) per annum

Your terms and conditions of employment remain as per your current Employment Agreement dated <date>.

Please indicate your acceptance to this variation of your employment terms by signing in the space below and returning one copy of this letter to myself. The other copy is for your records and information.

<Employee Name>, if you have any questions on the above, please feel free to contact me, and once again, congratulations on your promotion.

Yours sincerely,

Manager
Manager Title
Company

cc: anyone from the organisation that you are sending this letter to



EMPLOYEE'S ACKNOWLEDGEMENT

I, _____, accept the changes as listed above.

.....
(Signed)

.....
(Date)