[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. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Employee Promotion Letter

Confirming a promotion in writing: the new role, the new salary, and the date it takes effect.

[DD Month YYYY]

To: **[Employee name]**, **[Employee current job title]**

Department: **[Department]**

Subject: Promotion to [New job title]

Dear **[Employee name]**,

I am pleased to confirm your promotion to **[New job title]** in **[Department]**, with effect from **[Effective date]**. Congratulations on this achievement.

Promotion summary

Field	Entry
Current role	**[Employee current job title]**
New role	**[New job title]**
Department	**[Department]**
Effective date	**[Effective date]**
Reports to	**[Manager name]**, **[Manager job title]**
Place of work	**[Place of work]**
Working hours	**[Working hours]**
New gross salary	**[Currency]** **[New gross annual salary]** per year
Salary effective date	**[Salary effective date]**
Changed terms	**[Changed terms]**

You will report to **[Manager name]**, **[Manager job title]**. Your place of work will be **[Place of work]** and your working hours will be **[Working hours]**.

Your gross salary will be **[Currency]** **[New gross annual salary]** per year, paid **[Pay frequency]** on **[Pay date]**, before deductions, with effect from **[Salary effective date]**.

The following terms will also change: **[Changed terms]**. All other terms of your employment remain unchanged.

Your next steps are **[Next steps]**. Please speak to **[Contact name]** if you have any questions about your new role.

Yours sincerely,

[Manager name]

[Manager job title]

[Company name]

[Company name]

Acceptance

I accept the promotion on the terms set out in this letter.

Signature	**[Signature]**
Name	**[Employee name]**
Date	**[Date of acceptance]**