Ashford Business Services Ltd

Employee Promotion Letter

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

9 November 2026

To: **Sarah Mitchell**, **Office Manager**

Department: **Operations**

Subject: Promotion to Office Manager

Dear **Sarah Mitchell**,

I am pleased to confirm your promotion to **Office Manager** in **Operations**, with effect from **9 November 2026**. Congratulations on this achievement.

Promotion summary

Field	Entry
Current role	**Office Manager**
New role	**Office Manager**
Department	**Operations**
Effective date	**9 November 2026**
Reports to	**James Patel**, **Office Manager**
Place of work	**Place of work**
Working hours	**Working hours**
New gross salary	**GBP £120.00** per year
Salary effective date	**9 November 2026**
Changed terms	**Changed terms**

You will report to **James Patel**, **Office Manager**. Your place of work will be **Place of work** and your working hours will be **Working hours**.

Your gross salary will be **GBP £45.00** per year, paid **£45.00** on **9 November 2026**, before deductions, with effect from **9 November 2026**.

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 **Helen Morris** if you have any questions about your new role.

Ashford Business Services Ltd

Yours sincerely,

James Patel

Office Manager

Ashford Business Services Ltd

Acceptance

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

Signature	Helen Morris
Name	Sarah Mitchell
Date	9 November 2026