[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. 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

Current role: _____

New role: _____

Department: _____

Effective date: _____

Reports to: _____

Place of work: _____

Working hours: _____

New gross salary: [Currency] [New gross annual salary] **per year**

Salary effective date: _____

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]

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

Signature: _____

Name: _____

Date of acceptance: _____