<insert date here>

<insert employee’s name here>

<insert employees address here>

<insert employee’s address here>

Dear <insert employee’s name here>,

**CONFIRMATION OF PROMOTION**

It gives me great pleasure to inform you that your application for the position of <insert position title here> has been successful.

Your new contract of employment is attached and the position offered to you is conditionally on you signing the Contract. You will commence in your new role on <insert date here>.

Please review the attached contract and come and speak to me if you have any queries. I have every confidence in your ability to handle this additional responsibility.

Yours faithfully,

<insert name here>

<insert position title here>

<insert company name here>