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

Current role: _____

New role: _____

Department: _____

Effective date: _____

Reports to: _____

Place of work: _____

Working hours: _____

New gross salary: GBP £45.00 **per year**

Salary effective date: _____

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 £120.00 **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.**

Yours sincerely,

James Patel

Office Manager

Ashford Business Services Ltd

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

Signature: _____

Name: _____

Date of acceptance: _____