Insert Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode [Date]

Dear [name]

**Salary Increase / Promotion / Change in Hours**

Further to our recent discussions, I am pleased to confirm your [salary increase/Promotion to xxx/Change in hours] with effect from [Date]

Your salary will increase/decrease to [£xxx] with effect from [Date].

All other terms and conditions of employment remain unchanged.

Please sign both copies of this letter and return one copy to me as soon as possible.

May I take this opportunity to thank you for all your hard work and commitment and look forward to a continued successful working relationship.

Yours sincerely,

**Name**

**Job title**

**I accept the revised terms and conditions of my employment as detailed above.**

**Signature …………………………………….………………………………… Date …………………………………………….**

**Employee Name**