**PRIVATE & CONFIDENTIAL**

Employee’s Full Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode [Date]

Or “via email”

Dear [new first name]

**Confirmation of Name Change**

I am writing to confirm that we have received your change of name deed dated [insert date of deed] and have updated our records to reflect your new legal name:

**From:** [Old Full Name]  
**To:** [New Full Name]

Our internal HR, payroll, and IT systems have been amended accordingly. Your payslips, employee records, and all other internal documents going forward will reflect your new name.

Please ensure you have also updated your name with external agencies where required, such as HMRC, your bank, and any relevant professional bodies.

If you notice any documents or systems in which your previous name still appears, please let us know, and we’ll correct them as soon as possible.

If you have any questions, feel free to contact me.

Yours sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]