[Date]

[Name]

[Address]

Dear [Name],

Following our recent discussions regarding the new structure in [Company] and your application for a position in that structure, I am very pleased to confirm you have been appointed to the role of [Position] in the new structure, effective [Date].

You will take up that role on your current level [Level] and employment status [Status].

I look forward to continuing to work with you.

Please contact me if you have any questions regarding this information.

Yours sincerely

[Name]

[Position]