Memo to: [Employee Name]

Memo from: [Managers Name]

Subject: Promotion

Date: [Date]

Copy to personnel file: *one copy to individual and one to individual’s personnel file*

Congratulations [Employee Name], this memo is to confirm that effective [day/month/year]your new role in the company will be [new role title]*.* This is a promotion and your salary will therefore move to $[X,000]pa which is an increase of $[X,000] pa*.* All other benefits will remain unchanged.

Attached is your revised job description for the new position. Please contact me if you have any questions.

We would like to take this opportunity to thank you for your hard work and your contribution to [Company] and wish you every success in your new role.

Regards

[Manager Name]

[Title]