

Memorandum

To: <Employee's name>

CC: Human Resources, Interim

From: <Manager's name>

Date:

Re: Confirmation of promotion/change of position

I am pleased to confirm your appointment/promotion to the position of <job title> effective <date>. The position reports to <manager's name>.

<To acknowledge the increase in responsibility associated with this position, your salary will be increased to \$x per annum. This reflects an increase of x%.

<Individual message from manager>

Regards

<Manager's name>