

# Memorandum

**To:** <Employee's name>

**CC:**

**From:** <Manager's name>

**Date:**

**Re:** Confirmation of promotion/change of position

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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>