**<l\_date>**

Ref No: **<l\_ref>**

**<Name>**,

P.O. Box **<Postal\_Address>**,

**<Region>**,

Dear **<Name>**

Ref: **UPGRADE FROM <new\_pos> TO <up\_pos>**

Please refer to the heading above.

We are pleased to inform you that you have been promoted to the position of **<up\_pos>** from the date herein.

Other Terms and Conditions of your employment remain unchanged.

To aid you with the transition to your new position, we will be having performance discussions with you through evaluations we will complete at the end of your first, third and fifth months. Please feel free to ask questions about your new position and/or your performance at any time.

We appreciate your efforts and expect that you will continue to work hard to achieve company objectives.

Yours faithfully,

Virtual Advocates.

……………………………………………

**Francis Lusinde**

**Human Resources Manager**