2nd January 2020

TO WHOM IT MAY CONCERN

Subject: Employee Roles and Responsibilities Letter

Dear Mr. Smith,

This letter is to confirm that Mr. Smith has been an employee of ABC Company since 3rd January 2019, currently working as the Assistant Manager in the Research Department. He is employed on a full-time basis in a permanent position.

We have been evaluating and monitoring your performance for the past year and found you a persistent and dedicated teammate, contributing highly to the company’s goals. Based on your efficiency and hard work in the performance, we have decided to reward your efforts by offering you a bigger role with higher responsibilities.

This new role will make you Associate Manager in the Research Department, under the supervision of General Manager Mr. Keith Charles. Your new responsibilities will include leading the market research team of 5 people and conducting marketing training for new employees.

If you accept this new role, your annual salary will be increased by 10%. Also, you will get full dental care coverage, along with a 5% increased house allowance.

We hope to see the same consistency from you for your new role at ABC Company.

Congratulations, and we wish you luck in the future.

Regards,

Jane Allen