Name

Address

Date

Private & Confidential

Dear Name,

Further to your recent discussions with manager, I am writing to confirm that you will now report directly to Line Manager’s name with effect from date.

All your other normal employment terms and conditions will remain the same.

Please sign and return the enclosed copy of this letter in acceptance of the above. Please retain a copy for your personal records.

If you have any queries regarding the content of this letter please do not hesitate to contact me.

Kind regards

Manager Name

Position

For and on behalf of Company

I …………………………………………………………………………………. agree to the change in my line manager as stated above.

Signed: …………………………………………………………………………………………………………………………………………………

Date: ……………………………………………………………………………………………………………………………………………………