**Successful Promotion Application Outcome/Feedback Template letter *– Please use letter headed template appropriate to the campus*:**

Direct Line: xxxx

Direct FAX: XXXX

Email: xxx

REF: Academic Promotions Round 2

Date: xx xxxxxxxxx xxxx

**PERSONAL**

Name of applicant

Address of Applicant

Dear X

Thank you for your application for promotion to [level, name career pathway, field, and department].

After careful consideration of your application at the University panel in July xxx, I am very pleased to inform you that it is the Panel’s decision that you have met the criteria for [insert as appropriate: promotion/alignment] to [insert as appropriate: Senior Lecturer/Associate Professor/Professor].

As a result, your promotion to xxxx will take effect from 1st September xxxx and you will be placed on AC [X] Spine Point [x]. Your terms and conditions remain unchanged.

Your new salary will be implemented as soon as possible, subject to payroll routines.

[For alignments]

Your alignment to xxxx will take effect from 1ST September xxxx. Your salary and terms and conditions will remain unchanged.

Please accept our warmest congratulations on your [promotion/alignment]

Yours sincerely

xxxx

cc: Personnel File + JD, Payroll, Line Manager *[insert name]*, ERCM – *[Insert name]*