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| --- | --- | --- |
| **PERSONNEL/CONFIDENTIAL** NameAddress |  | Ref./DD/MM/YYYY |

Dear Name

**Contract amendment – promotion to the substantive grade for the post**

I am writing to confirm the following changes to your contract.

Further to your appointment to the role of job title at grade X, in accordance with the University policy on the under filling of posts I am pleased to confirm that you have now achieved the objectives for appointment at the substantive grade for this post which is grade X.

With effect from DD/MM/YYYY your salary will be increased to £salary per annum (grade X, scale point X).

*[NB if the under filling was in a support staff grade and the substantive grade is academic-related, the substantive contract must be academic-related]*

[for ALL academic-related staff include the following]

Normal retirement date: the University’s Employer Justified Retirement Age arrangements were changed on 18 October 2022. For information about your retirement please see: <https://hr.web.ox.ac.uk/retirement>.

[in all cases include the following]

All other terms and conditions included in your contract of employment dated DD/MM/YYYY and any subsequent contractual change letters remain unchanged.

At all times your employment is subject to the presentation of original documentation to establish your right to work in the UK, which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to present such documentation as and when requested from you.

To confirm your acceptance of this amendment to your contract, please sign and date the enclosed copy of this letter and return it to me as soon as possible.

Yours sincerely,

Name

Departmental administrator/Head of Department

Enclosure: copy of this letter

I accept the changes to my contract as stated above.

Signed ………………………………………..

Date ………………………………………..