

**LETTER OF APPOINTMENT ON PROMOTION**

Ministry\*/Department\*/Local Government\* .....  
Address.....

Ref:.....  
Date.....

Mr.\*/Mrs.\*/Ms.\*/Miss\*/Dr.\*/Rev.\* .....  
Address .....

Thru: The Responsible Officers or Head of Department \*

Address .....

Dear Sir\*/Madam\*,

I am pleased to inform you that the ..... under Minute No..... has directed that you be offered appointment on promotion to .....on the following terms and conditions of service:-

- (a) Salary scale.....
  - (b) Starting salary ..... p.a.
  - (c) Incremental date .....
  - (d) Effective date of promotion .....
2. Your appointment is subject to the Constitution, the Public Service Act and regulations made thereunder, the Pensions Act, the Government Standing Orders and Administrative Instructions made from time to time.
  3. When the occasion demands, you will be required to serve in any part of Uganda by normal posting instructions.
  4. If you are prepared to accept this offer, please inform me in writing.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

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*\* Delete whichever is not applicable*