Place:   
Date:

Sub: Promotion & Increment letter.

Dear Mr./Ms. **[Employee Name],**

It is our pleasure to inform you that you have been promoted to the position of **[new title]** and your gross salary has been revised to **45,000 Rs per month** with effect from **01 July 2022**.

We would like to take this opportunity to congratulate you and express our appreciation for your valuable contribution to achieving the objectives of the company.

All terms and conditions of your employment remain unchanged.

Congratulations again on your new role and if you have any questions please contact the HR department.

Please sign a copy of this letter to confirm your acceptance.

Warm regards and best wishes.

For the **“Company Name”,**

Authorized Signatory.