Place:
Date:

Sub: Promotion & salary hike letter.

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

We are glad to inform you that based on your performance in recent years, management is pleased to promote you to the role of **[new title]**, with an increased CTC of Rs **4.50,000** per annum starting **01 July 2022**.

All the other terms and conditions of your appointment letter will remain unchanged.

You are requested to acknowledge the acceptance of this increment letter at the earliest.

Wish you a promising career with **[company name]** and we look forward to you taking on this new responsibility with dedication and commitment.

For questions about your new salary and other benefits, please contact the HR department.

With compliments,

For the **“Company Name”,**

Authorized Signatory.