Place:
Date:

Sub: Promotion & Salary Increment Letter.

This is in reference to your application for the promotion and salary increment, I am pleased to inform you that our management has approved your request.

You will be promoted to the position of **[new designation]** with a revised gross salary of **35,000 Rs** month effect from 01 July 2022.

Your monthly salary breakup will be as mentioned below:

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Current Monthly Salary (Rs)** | **Revised Monthly Salary (Rs)** |
| Gross Salary |  |  |
| Basic Wage + DA |  |  |
| HRA |  |  |
| Conveyance Allowances |  |  |
| Other Allowances |  |  |
| Deductions |  |  |
| EPF |  |  |
| Medical Insurance |  |  |
| Professional Tax |  |  |
| **Net Salary** |  |  |

Please contact the HR department if you have any questions concerning your new pay and benefits.

All the other terms of your appointment will remain the same.

We appreciate your efforts and expect you to continue to do so in the future.

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

With every good wish,

For the **“Company Name”,**

Authorized Signatory.