Place:
Date:

Sub: Promotion & Salary increment letter.

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

Congratulations! Consequent to reviewing your performance in recent years we are delighted to inform you that you have been promoted to the position of **[new designation]** effect from **01 July 2022.**

Your revised CTC will be **7,50,000 Rs** per annum. Please refer to  Annexure A attached with this letter for more information on your new CTC.

All other terms of your employment will not change.

We look forward to your continued sincerity and hard work in the future.

Please sign a copy of this letter as confirmation that you accept it.

For the **“Company Name”,**

Authorized Signatory.

**Annexure A**

|  |  |  |
| --- | --- | --- |
| Particulars | Current (in Rs) | Revised (in Rs) |
| CTC |  |  |
| Basic Wage + DA |  |  |
| HRA |  |  |
| Conveyance Allowances |  |  |
| Other Allowances |  |  |
| Deductions |  |  |
| EPF |  |  |
| Medical Insurance |  |  |
| Professional Tax |  |  |