Place:
Date:

Sub: Promotion & Increment letter.

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

We are pleased to inform you that your promotion to the position of **[new designation]** has been approved by the management effective from   **01 July 2022**.

Your revised gross salary will be **Rs 35,000 /-** per month.

We hope you will take your new responsibility with full dedication and sincerity.

For any queries regarding your new pay check and other benefits, please contact the human resource department.

Please sign a copy of the letter to acknowledge your acceptance.

For the **“Company Name”,**

Authorized Signatory.