**PROMOTION LETTER**

***DD/MM/ YYYY***

***First and Last Name  
Employee ID***

***Designation***

***Location***

Dear ***(Employee Name),***

Congratulations!

Based on your performance assessment in your current role and readiness to take on additional role, we are extremely happy to announce your promotion as \_\_\_\_\_\_\_\_\_\_\_***(Designation)*** with effect from \_\_\_\_\_\_\_\_\_\_ ***(Effective date).***

Effective from **\_\_\_\_\_\_\_\_\_\_ *(date)*** your revised CTC will be Rs. \_\_\_\_\_\_\_\_ ***(rupees in number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (rupees in words)*** all inclusive.

We are extremely confident that you will continue to put in your best efforts to take \_\_\_\_\_\_\_\_\_ ***(Company Name)*** with a vision to handhold our businesses to the next level.

We wish you all the very best for your success.

Keep up the good work!

Sincerely,

***Name and Signature of Authorized Signatory***

***Designation***

***Organization seal***

***Name and Address of the Organization***

