

# Promotion Letter With Increment

[Month Name] [Day], [Year]

[Title] [Employee's Full Name]

Employee ID: [Employee ID]

[Job Title]

Dear [Title] [First Name],

Congratulations!

We are pleased to inform you that in recognition of your performance and contribution, you are promoted to the position of [Job Title] and your compensation will be revised to [New Gross Salary]w.e.f. [Month Name] [Day], [Year].

Compensation Break up and Amount

Basic Salary: \_\_\_\_\_

Housing Allowance: \_\_\_\_\_

Transportation Allowance: \_\_\_\_\_

Other Allowance: \_\_\_\_\_

Total: \_\_\_\_\_

As per the changed position, you will now be reassigned a different reporting manager. Your new reporting manager will be [Name of the Reporting Manager], [Job Title of the Reporting Manager].  
(remove if no change in reporting manager).

All other terms and conditions will remain same as per the employment contract. Please note that if your contract is cancelled due to resignation or termination at any time during the first 3 months from the effective date, this increment will be revoked and will no longer be applicable to the employee benefits including gratuity.

Wishing you a fulfilling and rewarding career with us. We hope that the best from all of us will lead us into another year of growth and profitability.

Kindly sign and submit a copy of this letter as a token of acceptance.

Yours sincerely,