

Promotion Letter Without 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] w.e.f. [Month Name] [Day], [Year].

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.

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.

Yours sincerely,