Letter of Promotion

Sample format

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Name

Company

Employee Number

Dear \_\_\_\_\_\_\_,

**Congratulations!**

Based on your continuous performance over the years and our assessment of your readiness to take up higher responsibilities, we are happy to promote you as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and place you in the level \_\_\_\_\_\_\_\_ of our company.

Accordingly, your compensation is revised w.e.f.\_\_\_\_\_\_ and your package will now be \_\_\_\_\_\_\_\_ which will include of: Rs.\_\_\_\_\_\_\_\_ as a fixed component of the pay plan, and Rs., and Rs. \_\_\_\_\_\_\_ as a variable component of the pay plan which is linked to your performance.

You will also be paid Rs. \_\_\_\_\_\_ as a one time performance award on the basis of this assessment and that of the company performance.

We take this opportunity to thank your family for supporting you to deliver your best in \_\_\_\_\_\_\_.

Best Regards,

Name of the Head

Designation

Company