Promotion Letter Sample Format

   Date: \_\_\_\_\_\_\_\_\_\_

To

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation\_\_\_\_\_\_\_\_\_\_\_

**Sub: Promotion  - Change of Designation and hike in salary**

Sir,

In recognition of your performance, the Management is glad to designate you as \_\_\_\_\_\_\_\_\_\_\_\_ (designation) and raise your current monthly salary by Rs. \_\_\_\_\_\_\_\_/- i.e., from Rs. \_\_\_\_\_\_\_\_/- to Rs \_\_\_\_\_\_\_\_\_/- with effect from \_\_\_\_\_\_\_\_\_.

Consequent on the change in designation and increase of your salary, you are advised to execute a bond for three years. We hope better performance from you in coming years. Wish you best of luck,

Yours Faithfully,

For XXXXX Limited,

PRESIDENT