Promotion letter with Salary Increase

Sample Template

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

To,

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

**Subject :  Letter of Promotion**

**Congratulations !**

You will report to Mr. /Mrs. 1.2.3 from tomorrow as now you have been shifted to a new department.

The annual salary for your new post will be 00000000

Congratulations once again for the new position. Please let me know if you have any questions regarding your new job position.

Sincerely,

Signature

Director, Human Resources