**SAMPLE PROMOTION LETTER**

Name and address of person promoted

Date:

**Subject: Promotion Letter**

Dear Ms/Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_

This is in continuation to your application for the internal job posting for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (designation) and your subsequent interview with our Board of Directors.

We are extremely pleased to inform you that the Board has considered you suitable for the post. You have therefore been promoted to \_\_\_\_\_\_\_\_\_\_\_\_ (new designation) with effect from\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

You are requested to please hand over charge of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (previous designation) to Ms/Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of person taking over) latest by \_\_\_\_\_\_\_\_\_\_\_ (date).

By becoming the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (new designation) your CTC will now be Rs.\_\_\_\_\_\_\_\_\_\_\_\_ (per annum). Please contact the HR department for a breakup of the CTC.

Congratulations on your achievement and we wish you all the very best in the coming years.

Best regards,

(Name of signing authority)