To,

\_\_\_\_\_\_\_\_ (EMP NAME),

\_\_\_\_\_\_\_\_( EMP ID ),

\_\_\_\_\_\_\_ ( Designation And Dept)

\_\_\_\_\_\_\_\_( Contact No)

Dear \_\_\_\_\_\_ ( Emp Name),

We are glad to inform you that you have been protomed to the post of \_\_\_\_\_\_\_\_ ( New designation) along with a salary hike of \_\_\_\_\_\_\_\_\_ ( Percentage of increment in salary) which will be effective from \_\_\_\_\_ ( date ).

We are also happy to inform that you will receive all the company benefits for the new post. We hope that you continue to work efficiently for the progress of the company.

With best wishes,

\_\_\_\_\_\_\_\_\_\_( HR dept, authorizing person),

\_\_\_\_\_\_\_\_\_\_\_( Company name).