**PROMOTION LETTER**

[Insert Company Letterhead]

Date: [Insert Date]

Employee Name: [Insert Employee's Full Name]

Designation: [Insert Employee’s Current Designation]

Location: [Insert Employee’s Work Location]

Dear [Employee's First Name],

**RE: CONFIRMATION OF PROMOTION**

We are pleased to formally inform you of your well-deserved promotion within (Insert Your Company Name). This promotion reflects the high regard in which your performance, commitment, and contributions are held by the management team.

Effective from [Insert Effective Date], your designation will change from [Previous Position] to [New Position]. This new role will come with increased responsibilities and expectations, including [Insert Key Responsibilities or Expectations].

In recognition of your new position, your compensation will be adjusted as follows:

- Basic Salary: [Insert New Salary Amount]

- Allowances/Benefits (if applicable): [Insert Any Additional Benefits or Notes]

Please note that this promotion is a testament to your integrity, dedication, and professional growth within the organization. We are confident in your ability to thrive in this expanded capacity and contribute even more significantly to our corporate objectives.

We congratulate you once again and look forward to your continued success.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory

(Insert Your Company Name)